DOCUMENT RESUME

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NOTE	125p.; For the career preparation manual, see CE 057 948.
AVAILABLE FROM	Florida Department of Education, Florida Education Center, Tallahassee, FL 32399 ($5.00 in Florida; $10.00 out of state).
PUB TYPE	Reference Materials - Bibliographies (131)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Annotated Bibliographies; Audiovisual Aids; Books; *Career Development; *Career Education; Computer Software; *Educational Resources; Elementary Secondary Education; *Instructional Materials; Postsecondary Education; *State Curriculum Guides; State Programs; Statewide Planning; Videotape Recordings
IDENTIFIERS	*Florida

ABSTRACT

This document is a selected, annotated listing of 327 career development materials. Items selected for inclusion in the guide were located through the Florida Educational Information Service, which conducted: (1) searches of computerized databases, (specifically ERIC); and (2) a manual search for relevant sources that might not have been systematically catalogued but that are available from the 50 states. Most material was developed in 1984 or later. Information provided for each entry includes title, publication date, author, availability, general characteristics, content description, format, cost, audience, grade level, and competency area. Special target populations are also identified when appropriate. Products produced in Florida and state-adopted materials are noted. Entries in the guide are indexed by "Blueprint" level, student competency, series, and exceptionality (hearing impaired, learning disabled, etc.) A matrix of career development keys each entry in the annotated bibliography with student competencies addressed by the materials and their grade levels in the "Blueprint for Career Preparation." (KC)

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Resource Guide

for the

Blueprint for Career Preparation

A Listing of Career Development Books, Software, Kits, and Materials

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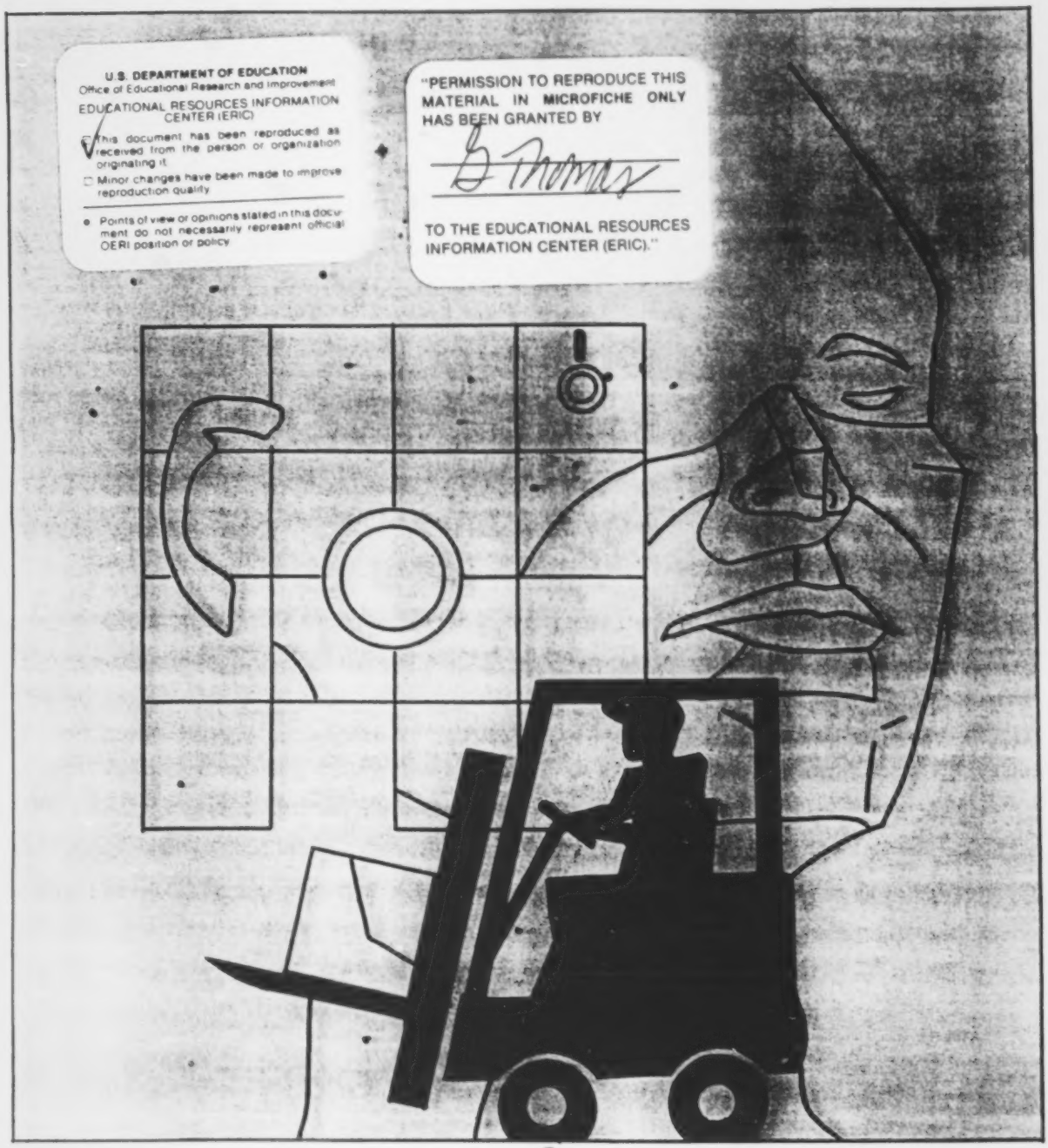

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Resource Guide
for the
Blueprint for Career Preparation

June 1990

State of Florida
Department of Education
Tallahassee, Florida
Betty Castor, Commissioner
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

SPONSORED AND PUBLISHED BY
Florida Department of Education
Betty Castor, Commissioner

PRODUCED BY
Center for Instructional Development and Services
Florida State University

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Bureau of Career Development
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ACKNOWLEDGMENTS

The instructional materials developed by the Employability Skills Curriculum Team have been evaluated in a variety of vocational education and academic classrooms. The Division of Vocational, Adult, and Community Education would like to thank the following educators who participated in the initial field testing of this booklet: Marilyn Bruni, Mary Beth Schmid, and Bob Bowlin, distributive education instructors; Helen Whaley, business education instructor; Janis Grogan and Susan Key, occupational specialists; Chuck Suchman, alternative learning instructor; and Jim LaMorte and Mary Thompson, diversified-cooperative-training and work-experience instructors.

The Division would also like to thank the members of its 1977 Advisory Committee: Dale Ake, James Barge, Andrea Barrett, Elizabeth Cunningham, Jim Davis, Margaret Ferqueron, Ron Jeffries, Joe Kirkland, Tom Swift, and Gail Trapnell.

The 1977 Employability Skills Curriculum Team consisted of Ora M. Kromhout, team leader and instructional designer; Linda W. Morse and Douglas R. Farrow, instructional designers; Barbara F. Foster, evaluator; Kathleen Lyons, editor; and Lynn Rogers, graphic designer.

The Bureau of Career Development is grateful to the following members of the 1990 Employability Skills Revisions Advisory Committee: Dale Ake and Betty Jones, Department of Education; Ted Bruce, Department of Labor and Employment Security; Tom Curry, Citrus County School Board; Wiley Dixon, Alachua County School Board; Bob Douce, Duval County School Board; Mary Finley, Martha Starling, and Garlon Webb, Baker County School Board; Wally Holmes, University of West Florida; William Jenner, United Technologies Pratt & Whitney; Bobbye McNish, Leon County School System; Alene Mahin, Council on Vocational Education; David Redding, Orange County Public Schools; Pauline Moskowitz, Rayor's Pharmacy; Bill Osterhoudt, Monroe County School Board; Tony Rolle, Dade County Public Schools; and Eldene Spriggs, School Board of Palm Beach County.

The 1990 Employability Skills Revisions team consisted of Dee Wilder, project manager and instructional designer; Carol Henderson and Susan Coe, compilers; Tony Bagdonis, graduate assistant; Frances Brock and Peggy Barlow, editors; Gary Carroll, graphic designer/illustrator; Marv Patterson, print-development coordinator; and Pat Schwallie-Giddis and Robin Rudicell, Department of Education liaisons.

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Matrices

Career-Development Competencies

BLUEPRINT LEVEL		ELEMENTARY: SELF- AND CAREER AWARENESS	MIDDLE SCHOOL—6TH GRADE: PERSONAL ASSESSMENT AND TECHNOLOGICAL LITERACY	MIDDLE SCHOOL—7TH–8TH GRADE: CAREER ORIENTATION AND EXPLORATION	HIGH SCHOOL: ACADEMIC AND SPECIALIZED SKILL DEVELOPMENT	POSTSECONDARY—ADULT: SKILL DEVELOPMENT AND CAREER ADVANCEMENT
SELF-KNOWLEDGE	Positive Self-Concept	Acquire knowledge of the importance of a positive self-concept to career development.	Develop and use a positive self-concept for career development.	Develop and use a positive self-concept for career development.	Demonstrate an understanding of the influence of a positive self-concept on career development.	Use skills to maintain a positive self-concept.
	Interacting with Others	Develop skills for interacting with each other.	Practice skills for interacting with others.	Practice skills for interacting with others.	Use interpersonal and social skills required for positive interaction with others.	Use skills to maintain appropriate and effective behaviors.
	Developmental Stages in Decision Making	Develop an awareness of the importance of emotional and physical development in career decision making.	Understand the importance of emotional and physical development required for proactive career decision making.	Develop and use skills for coping with physical and emotional conditions that can impact decisions.	Demonstrate an understanding of the interrelationship of emotional and physical development and career decision making.	Demonstrate understanding and effective coping with developmental changes and transitions.
EDUCATIONAL/VOCATIONAL DEVELOPMENT	Achievement & Career Opportunities	Develop an awareness of the importance of educational achievement to career opportunities. Develop an awareness of the relationship of work and learning. Develop an awareness of the interrelationship of personal responsibility, good work habits, and career opportunities.	Demonstrate knowledge of the relationship of educational achievement to career opportunities. Understand the value of personal responsibility, good work habits, and planning for career opportunities.	Relate educational achievement to career opportunity. Understand the attitudes necessary for success in work and learning.	Demonstrate an understanding of the interrelationship between educational achievement and career planning, training, and placement. Use positive attitudes toward work and learning.	Use skills to enter, participate, and advance in appropriate education and training. Use skills to participate in satisfying work and lifelong learning.
	Career Information	Acquire skills for understanding and using career information.	Demonstrate technical literacy. Identify career opportunities in the fields of technology.	Locate, understand, and use career information. Identify types and levels of work performed across a broad range of occupations.	Use skills for locating, evaluating, and interpreting information about career opportunities. Use skills for preparing for, locating, obtaining, maintaining, and advancing in a job.	Use skills to locate, evaluate, and interpret changing career information. Use skills to be responsible for technological development and its impact on humanity and the environment.
	Jobs & Needs of Society	Acquire an awareness of how careers relate to the needs and functions of society.	Comprehend significant technology in the world of work.	Relate careers to the needs and functions of the economy and society.	Demonstrate an understanding of how societal needs and functions influence the nature and structure of work.	Use skills to proactively respond to the changing nature and structure of work as it is influenced by the needs and functions of society.
CAREER PLANNING & EXPLORATION	Planning & Decision Skills	Develop an understanding of how to make decisions and choose alternatives related to tentative educational and career goals.	Demonstrate knowledge of the skills necessary to obtain and maintain a job.	Understand the skills needed in making decisions and choosing alternatives in planning for and pursuing tentative educational and career goals. Understand the process of career exploration and planning. Assess personal attitudes, interests, and abilities relative to career clusters.	Use skills in making decisions and choosing alternatives in planning for and pursuing educational and career goals. Use skills in career exploration and planning.	Use skills to individually and jointly make decisions. Use skills to make successful career transitions.
	Life Roles & Careers	Develop an awareness of the interrelationship of life roles, life-styles, and careers. Develop an awareness of different occupations and changing male/female roles.	Demonstrate a knowledge of the interrelationships of life roles, life-styles, and careers.	Understand how sex-role stereotyping, bias, and discrimination limit career choices, opportunity, and achievement.	Demonstrate an understanding of the interrelationship of life goals and careers. Demonstrate an understanding of the continuous changes in male/female roles and how they relate to career decisions.	Use skills to effect positive impact of work on individual and family life. Use skills to cope with changing roles and to control bias, stereotyping, and discrimination.

Note: Competencies that are shaded represent those addressed by the Employability Skills Series student guides. A complete list of career-development competencies and indicators can be found in the *Career Development Program Guide*, 1989, Florida Department of Education, or in *The National Career Guidance and Counseling Guidelines*, 1988, National Occupational Information Coordinating Committee (NOICC).

☐ Shaded areas indicate the career-development competencies that are reinforced in the Employability Skills Series.

Bureau of Career Development Products to Meet Blueprint Competency Areas

		BEST PRACTICES FOR CAREER DEVELOPMENT 6-12	MICROCHOICES 9-Adult	CHOICES IR 6-9	CHOICES CT Adult	FLORIDA VIEW 9-Adult	PREVIEW 6-9	EMPLOYABILITY SKILLS VIDEOS	SELF-DIRECTED SEARCH (SDS) AND FORM E ASSESSMENT 6-Adult	SDS COLLEGE MAJORS FINDERS 10-Adult	SDS JOB FINDERS 6-Adult	SDS OCCUPATION FINDERS 6-Adult	SDS YOU AND YOUR CAREER 9-Adult	DIPS 9-Adult
CAREER PLANNING & EXPLORATION	Life Roles & Careers	•	•	•	•	•	•	•					•	
	Planning & Decision Skills	•	•	•	•	•	•	•		•	•	•	•	
EDUCATIONAL/VOCATIONAL DEVELOPMENT	Jobs & Needs of Society	•	•	•	•	•	•	•					•	•
	Career Information	•	•	•	•	•	•	•	•		•	•	•	•
	Achievement & Career Opportunities	•	•	•	•	•	•	•					•	
SELF-KNOWLEDGE	Developmental Stages in Decision Making	•	•	•	•	•	•	•	•					•
	Interacting with Others	•	•	•	•	•	•	•					•	•
	Positive Self-Concept	•	•	•	•	•	•		•					•

Note: The complete list of career-development competencies and indicators can be found in the *Career Development Program Guide*, 1989, Florida Department of Education, or in *The National Career Guidance and Counseling Guidelines*, 1988, National Occupational Information Coordinating Committee (NOICC).

INTRODUCTION

The *Blueprint for Career Preparation* is a vision for schools. By integrating work and school, the *Blueprint* shows how to bring more of the principles and demands of the work force into the classroom than ever before and how to bring the classroom to the workplace. The *Blueprint* also shows the way to greater cooperation and teamwork within the school through infusion, team teaching, and team planning.

This *Resource Guide for the "Blueprint for Career Preparation"* is a selected, annotated bibliographic listing of career-development materials. It is one of the tools for achieving Education Commissioner Betty Castor's goal of preparing all high school students to enter the work force and to continue their postsecondary training.

This guide is designed to serve as a companion piece to three other curriculum products: the Employability Skills Series, the *Career Development Guide*, and *Best Practices in Career Development*—all produced by the Bureau of Career Development, Florida Department of Education.

A notebook titled *Florida's Guide to Career Development* contains the *Career Development Program Guide* and *Best Practices in Career Development*, as well as the *Vocational Wheel Model* and three selected bibliographies—*Establishing a Career Resource Center*, *Assessment Instruments for Career Development*, and *Evaluation of Career-Development Student Competencies and Career-Development Program*. All of these materials are designed to help schools plan and implement career-development programs.

This *Resource Guide* is designed for teachers, counselors, occupational specialists, administrators, supervisors, teacher educators, and trainers. Much of the material selected is for direct use with students in the teaching of career-development and employability-skills competencies. The career-development competencies recommended by the Bureau of Career Development in the Department of Education are listed in detail in the *Career Development Program Guide*.

Bureau of Career Development products meet the recommended career-development competencies. The matrix entitled "Bureau of Career Development Products . . ." (pp. x–xi) can assist program planners in determining which materials will help them teach particular competencies. For each entry in this *Resource Guide*'s annotated bibliography, the student competencies addressed by the materials and their *Blueprint* levels have been identified. The *Blueprint* levels, as shown on the matrix and for the bibliographic entries, refer to the grade-level designation in the *Blueprint for Career Preparation*. (These levels are targeted goals, not mandated time lines.)

Materials selected for inclusion in this guide were located through Florida Educational Information Service (FEIS). FEIS conducted (1) searches of computerized retrieval systems (specifically the ERIC—Educational Resources Information Center—data base on DIALOG and the VECM—Vocational Education Curriculum Materials—data base on BRS) and (2) a manual search for relevant sources that might not have been systematically catalogued but that are available from fifty states and from professional and labor organizations as well as commercial publishers. Generally, the cutoff publication date for material was 1984.

The information provided for materials reviewed includes format, audience, exceptionalities, grade level, characteristics (internal components), *Blueprint* level, and *Blueprint* competency area. The *Blueprint* level and competency areas are shown on the matrix entitled "Career-Development Competencies" (p. ix). All records contain a content statement generally taken from chapter titles. Products produced in Florida are marked by a ☐ and state-adopted materials by a ■.

Availability information has been provided for each item listed. Microfiche copies of ERIC documents are available through FEIS, 2003 Apalachee Parkway, Tallahassee, FL 32301. To order these microfiche copies, use the order number found in the "Availability" field of the bibliographic entries. Microfiche documents may be ordered at a cost of $.60 per sheet. Each sheet contains up to ninety-six pages of printed copy.

The entries in this guide are indexed by *Blueprint* level, student competency, series, and exceptionality. The format codes given for publication titles are as follows: print–P, software–S, video–V, and kit–K. For ease in use, the full records/citations are listed in alphabetical order by title.

The Bureau of Career Development, Florida Department of Education, plans to update this guide annually. The Bureau welcomes suggestions for new materials to be included among the updates. For more information, please contact:

Bureau of Career Development
Florida Department of Education
Florida Education Center
Tallahassee, FL 32399
(904) 488-0400, SUNCOM 278-0400
800-342-9271

Annotated Resources

Key to Symbols

☐ Materials produced in Florida

★ State-adopted materials

TITLE: ***About Improving Your Interpersonal Skills***

DATE: 1984

AVAILABILITY: Channing L. Bete Company
200 State Road
South Deerfield, MA 01373
(800) 628-7733

CHARACTERISTICS: Illustration/Graphics

CONTENT: The following topics are covered in this booklet: developing interpersonal skills, resolving problems, developing relationships with co-workers, and personal qualities important for work.

FORMAT/COST: Guide, 15 pp., $.72 each for 25–99 copies; $.47 each for 100–499 copies (minimum order of 25 copies; may be mixed titles totalling 25)

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others

TITLE: ***About Writing Your Resume***

DATE: 1987

AVAILABILITY: Channing L. Bete Company
200 State Road
South Deerfield, MA 01373
(800) 628-7733

CHARACTERISTICS: Illustration/Graphics

CONTENT: A brief overview of all aspects of resume preparation is provided.

FORMAT/COST: Guide, 15 pp., $.72 each for 25–99 copies; $.47 each for 100–499 copies (minimum order of 25 copies; may be mixed titles totalling 25)

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Activities for Individualized Career Exploration***

SERIES: **AEL Career Exploration and Planning Program**

DATE: 1989

DEVELOPER: Appalachia Educational Laboratory

AVAILABILITY: Meridian Education Corporation
236 E Front Street
Bloomington, IL 61701
(309) 827-5455

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics

CONTENT: Provides self-assessment activities that help students understand their interests, temperaments, and abilities, and relate them to groups of occupations.

FORMAT/COST: Study Guide/Workbook, 48 pp., $7.95/set (pkg. of 10)

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Planning and Decision Skills

NOTE: Suitable for group or individual use. For a complete list of titles in this series, see **AEL Career Exploration and Planning Program** in the series index of this guide.

TITLE: ***Activities for the Index of Tools, Equipment, and Materials***

SERIES: **Children's Dictionary of Occupations**

DATE: 1988

AUTHOR: Hopke, W[illia]m E.; Parramore, Barbara M.

AVAILABILITY: Meridian Education Corporation
236 E Front Street
Bloomington, IL 61701
(309) 827-5455

CHARACTERISTICS: Practice/Hands-on Activities

CONTENT: Students are asked to identify items within each of the categories of equipment, machinery, materials, tools, and living things, and to list occupations associated with each item. An index provides a list of these items along with the **Children's Dictionary of Occupations** job titles that use them.

FORMAT/COST: Teacher Guide, 4 pp.; Transparencies/Masters, 21 pp., $12.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Elementary School (K–6)

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Career Information

NOTE: For a complete list of titles in this series, see **Children's Dictionary of Occupations** in the series index of this guide.

TITLE: ***Activities for the Occupational Outlook Handbook***

DATE: 1989

AUTHOR: Cabaup, Barbara M.

AVAILABILITY: Meridian Education Corporation
236 E Front Street
Bloomington, IL 61701
(309) 827-5455

CHARACTERISTICS: Objectives; Practice/Hands-on Activities

CONTENT: Contains activities to be performed using the ***Occupational Outlook Handbook.*** Chapter titles are as follows: Recognizing Occupational Groupings and Clusters; Locating Career Information; Analyzing Individual Entries; Understanding Future Trends; and Locating Additional Information.

FORMAT/COST: Study Guides/Workbooks (3), 15–30 pp. each level; Teacher Guides (3), 17 pp. each level; $15.95 a set each level (10 workbooks and 1 teacher guide)

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Elementary School (K–6); Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills

NOTE: Consists of separate publications for each of the following educational levels: grades 5–7, grades 7–9, grades 10–12.

TITLE: ***APTICOM***

DATE: 1981

PUBLISHER: Vocational Research Institute

AVAILABILITY: Interactive Resources
P.O. Box 80
Fort Lauderdale, FL 33302
(305) 522-1881

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: A dedicated microcomputer designed specifically for assessing an individual's aptitudes, job interests, and language and mathematics skill levels. It consists of three batteries: the Occupational Interest Inventory, the Aptitude Test Battery, and the Educational Skills Development Battery. For each individual test, APTICOM prints out a report for each of the batteries utilized, plus a Vocational Recommendations Report, which lists suitable ***Dictionary of Occupational Titles*** (DOT) job titles.

FORMAT/COST: Evaluation Instrument; Manuals (2), 100 pp. each; Multimedia Kit; Printer; $6,200 a set

AUDIENCE: Special-Needs Students; Students

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Physically Impaired; Speech and Language Impaired; ESL; Emotionally Handicapped

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

NOTE: Also available in Spanish.

TITLE: ***Aptitude Based Career Decision Test (ABCD)***

DATE: 1986

PUBLISHER: Educational Technologies

AVAILABILITY: D.C. Jaeger Corporation
135 N Knowles Avenue
Winter Park, FL 32789
(407) 645-1500

CONTENT: A timed battery of seven tests: Clerical Perception, Vocabulary, Numerical Computation, Numerical Reasoning, Spatial Visualization, Inductive Reasoning, and Analytical Reasoning. Generates an aptitude profile for the individual and matches the profile to the requirements of the ***Guide for Occupational Exploration*** (GOE) "occupational families," which include over 20,000 jobs. A one-page report identifies potential for success in all sixty-six GOE occupational families. Selects strongest six occupational-family matches and provides descriptions of activities, typical education, occupational outlook, DOT code, and up to thirty-six typical job titles. User's Manual contains Administrator's Manual, Counselor's Manual, Technical Manual, and On-Site Scoring Manual.

FORMAT/COST: Answer Booklet, 2 pp., $3–4 each; Evaluation Instrument, 8 pp., $8 each; Manual, 200 pp., $75

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Approximate time: 1 1/2 hours. Available in two scoring options: A software program (available for IBM computers at $398) scores, analyzes, and interprets the data on-site, or the publisher will process the data off-site.

TITLE: ***Attitudes for Work: Going Places with Your Personality***

DATE: 2nd ed., 1987

AUTHOR: Kahn, Charles; Tong, Robert; Jew, Wing

AVAILABILITY: Fearon Education
500 Harbor Boulevard
Belmont, CA 94002
(415) 592-7810

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test; References

CONTENT: Addresses the following aspects of attitude and personality that are important to the work setting: being on time, getting along with others, getting and giving help, getting and giving instructions, and getting things done.

FORMAT/COST: Study Guide/Workbook, 58 pp., Teacher Guide, 30 pp.; $3.90

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Interacting with Others; Career Information

TITLE: ***Basic Awareness Skills for Exploration (BASE)***

DATE: 1989

PUBLISHER: Educational Technologies

AVAILABILITY: D.C. Jaeger Corporation
135 N Knowles Avenue
Winter Park, FL 32789
(407) 645-1500

CHARACTERISTICS: Self-Paced/Individualized; Pretest/Posttest Materials

CONTENT: Provides in-depth exploration into all sixty-six GOE work groups and contains an optional data base of 12,000 DOT job titles and descriptions. Printouts are available on data relating to the job group(s) selected and corresponding DOT names and definitions.

FORMAT/COST: Computer Software, 4–12 disks; Reference Material, 206 pp.; $795

SYS REQ: IBM Family (128k), 3 1/2 in. or 5 1/4 in., with Hercules graphic card and mouse

AUDIENCE: Counselors; Students; Teachers/Trainers

EXCEPTIONALITIES: Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Voice option available.

TITLE: ***Basic Skills Applications in Occupational Investigation***

SERIES: **Career Investigation**

DATE: 1987

AUTHOR: Hendrix, Mary W.

AVAILABILITY: Educational Development and Training Center
East Texas State University
Commerce, TX 75428
(800) 356-3382

CHARACTERISTICS: Illustration/Graphics; Units of Instruction; Practice/Hands-on Activities

CONTENT: Provides activities designed to help middle school students explore careers while emphasizing the importance of academic skills in the working world. Organized into the following clusters: agribusiness and natural resources, business and office, communications and media, construction, consumer and homemaking, environment, fine arts and humanities, health, hospitality and recreation, manufacturing, marine science, marketing and distribution, personal services, public service, and transportation.

FORMAT/COST: Teacher Guide, 279 pp., $17

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career information

NOTE: For a complete list of titles in this series, see **Career Investigation** in the series index of this guide.

TITLE: ***Basics of Career Counseling***

DATE: 1985

AUTHOR: Isaacson, Lee E.

PUBLISHER: Allyn and Bacon

AVAILABILITY: Prentice-Hall
200 Old Tappan Road
Old Tappan, NJ 07685
(800) 223-1360

CHARACTERISTICS: Index; References

CONTENT: Chapter titles include the following: Work and Contemporary Life; A Rationale for Career Counseling; Theoretical Foundations; The Application of Theory to Career Counseling; Getting Started—The Initial Interview; Helping Clients Deal with Change; Sizing Up Self; The World of Work; Expanding Options and Narrowing Choices; Making Plans; Computer Systems in Career Counseling; and Counseling Special Populations.

FORMAT/COST: Guide, 410 pp., $39

AUDIENCE: Counselors

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Before Tomorrow Becomes Today***

DATE: 1987

AVAILABILITY: Education Associates
8 Crab Orchard Road
P.O. Box Y
Frankfort, KY 40602
(800) 626-2950

CONTENT: Describes career-goal planning and the education and training required for skilled and unskilled jobs.

FORMAT/COST: Videotape, 8 1/2 min., 1/2 in. VHS, $84.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

TITLE: ***The Berenstain Bears on the Job***

SERIES: **A First Time Reader**

DATE: 1987

AUTHOR: Berenstain, Stan; Berenstain, Jan

PUBLISHER: Random House

AVAILABILITY: Paperbacks for Educators
426 W Front Street
Washington, MO 63090
(800) 227-2591

CONTENT: Two young bears speculate on all the things they could grow up to be, including a bus driver, farmer, scientist, singer, and computer programmer.

FORMAT/COST: Reader, 32 pp., $1.95

AUDIENCE: Students

GRADE LEVEL: Elementary School (K–6)

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Career Information

NOTE: Designed for grades K–2.

☐ TITLE: ***Best Practices for Career Development***

DATE: 1990

AUTHOR: Van Fleet, Imelda (ed.)

AVAILABILITY: Florida Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CONTENT: Contains selected career-preparation lesson activities and program ideas that have been infused into the standard curriculum in Florida public schools. The activities have been selected from among activities field-tested by the Florida blueprint pilot schools.

FORMAT/COST: Teacher Guide, [200] pp., free

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

NOTE: Loose-leaf form. Additions will be collected, developed, field-tested, and distributed over a five-year period.

☐ TITLE: ***Blueprint for Career Preparation***

DATE: 1990

AVAILABILITY: Florida Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Glossary; Illustration/Graphics; References

CONTENT: Highlights the need for career preparation among today's students, outlines the central goals and sample competencies for career preparation at all grade levels, and summarizes Florida's six-year plan for implementing the statewide career-preparation program.

FORMAT/COST: Guide, 23 pp., free

AUDIENCE: Teacher Educators; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

☐ TITLE: ***Blueprint for Career Preparation: Middle School Task Force Report and Recommendations, 1988–89***

DATE: 1989

AVAILABILITY: Florida Department of Education
Bureau of Career Development
Program Services Section
Florida Education Building
Tallahassee, FL 32399-0400
(904) 488-0400

CONTENT: Provides the mission of the task force, the career-preparation student outcomes for middle schools, and the task force's nine major recommendations and the rationale behind them.

FORMAT/COST: Report, 19 pp., free

AUDIENCE: Counselors; Teacher Educators; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Blueprint for Decision Making***

DATE: 1985

AVAILABILITY: MCE/Lawrence Productions
1800 S 35th Street
Galesburg, MI 49053
(800) 421-4157

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice Test; References

CONTENT: Helps students understand the steps involved in decision making, isolate the central problem in a given set of circumstances, state the problem and give three possible solutions, predict the outcome of each alternative solution, and follow the same process with a real problem that he or she is having.

FORMAT/COST: Computer Software, 2 disks; Teacher Guide, 12 pp.; $69.95

—SYS REQ: Apple II Family (48k), 5 1/4 in.

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

NOTE: Publisher's estimated reading level: grade 3.

TITLE: ***Book IV, Earning, Spending and Saving***

SERIES: **Using Money**

DATE: 1987

AUTHOR: Wool, John D.

PUBLISHER: Richards Publishing Company

AVAILABILITY: Pendergrass Publishing Company
P.O. Box 66
Phoenix, NY 13135
(315) 695-7261

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Chapter titles include Earning Money; Planning Your Spending; Installment Buying; Sales Tax; and Bank Services.

FORMAT/COST: Module/LAP, 62 pp., $3.75

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

NOTE: Publisher's estimated reading level: grade 3. This item is one in a series of materials that deals with personal economics. For other items in the series, which are beyond the scope of this guide, contact the above-referenced source of availability.

TITLE: ***Building a Quality Workforce***

DATE: 1988

AVAILABILITY: U.S. Department of Labor
Employment and Training Administration
Office of Public Affairs
200 Constitution Avenue NW, Room S-2322
Washington, DC 20210
(202) 523-6871

CHARACTERISTICS: References

CONTENT: Describes the results of a research study concerning entry workers' skills, business's needs, current and projected skills gaps, and the effectiveness of education in responding to the challenge. In addition, descriptive profiles of three communities utilizing business-education collaboration are provided.

FORMAT/COST: Report, [180] pp., free

AUDIENCE: Counselors; Teacher Educators; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Building Self-Confidence***

SERIES: **A LifeSchool Work Text**

DATE: 1985

AUTHOR: Tune, Nancy

AVAILABILITY: Fearon Education
500 Harbor Boulevard
Belmont, CA 94002
(800) 877-4283

CHARACTERISTICS: Self-Paced/Individualized; Glossary; Illustration/Graphics; Practice/Hands-on Activities; Pretest/Posttest Materials

CONTENT: Chapter titles are as follows: All About Confidence; It's All in Your Mind; You Can Do It; Know Where You're Going; You and Your Family; You're Not Alone; The Changes You Go Through; and Your Biggest Problem.

FORMAT/COST: Study Guide/Workbook, 60 pp., $4.20

AUDIENCE: Special-Needs Students; Students

EXCEPTIONALITIES: Learning Disabled; ESL; Emotionally Handicapped

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technology; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others

NOTE: Publisher's estimated reading level: grades 3.5–5.0.

TITLE: ***Building Self-Confidence***

DATE: 1990

AVAILABILITY: Sunburst Communications
Department AW
101 Castleton Street
Pleasantville, NY 10570
(800) 247-6756

CHARACTERISTICS: Objectives; Practice/Hands-on Activities; References; Questionnaire

CONTENT: This program demonstrates that self-confidence is achieved through risk taking, learning to deal with put-downs, self-validation, and encouragement from others.

FORMAT/COST: Teacher Guide, 53 pp.; Videotape, 38 min., 1/2 in. VHS; $205

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept

TITLE: ***Building Skills for Tomorrow: A Developmental Guidance Model***

DATE: 1988

AVAILABILITY: Oklahoma State Department of Education
Guidance and Counseling Section
2500 N Lincoln Boulevard, Suite 316
Oklahoma City, OK 73105-4599
(405) 521-3549

CHARACTERISTICS: Illustration/Graphics

CONTENT: Presents a model for a developmentally based K–12 school-guidance program, including guidelines for organizing resources, program planning, and evaluation, and competencies for each educational level. The Activities Supplement provides activities to support the given competencies.

FORMAT/COST: Guide, 86 pp.; Teacher Guide, 198 pp.; available on a cost-recovery basis

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: Additional titles: *Building Skills for Tomorrow: An Activities Supplement*

TITLE: ***Career Action Plan***

DATE: 1989

AUTHOR: Bloomfield, William M.

AVAILABILITY: Meridian Education Corporation
236 E Front Street
Bloomington, IL 61701
(309) 827-5455

CHARACTERISTICS: Practice/Hands-on Activities; References

CONTENT: Contains the following chapters: Thinking about What to Do with Yourself; Exploring My Beliefs, Attitudes, and Ideas; Learning about Work, Jobs and Careers; The Job Search; Preparing Job Search Tools; Doing Well on the Job; and Handling Your Money.

FORMAT/COST: Study Guide/Workbook, 185 pp., $7.95; Teacher Guide, 76 pp., $12.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Career Information; Planning and Decision Skills; Life Roles and Careers

SERIES: **Career Adventures**

TITLE: ***Airwave Affair***
Bound for Business
Computer Challenge
Emergency Missions
Fast-Lane Pursuit
High-Rise Heroics
Law Enforcer
Recipe for Success
Risky Rhythms
Sold on Sales

DATE: 1987

AUTHOR: Clausen, Danith

AVAILABILITY: Fearon Education
500 Harbor Boulevard
Belmont, CA 94002
(800) 877-4283

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; References

CONTENT: These easy-to-read, interactive books help students explore a variety of careers by allowing them to determine the story line and see the results of their decisions. Each book provides information about required training and job duties for four or five related jobs. Story characters meet and deal with typical complications such as peer pressure, parental influence, and job dissatisfaction.

FORMAT/COST: Study Guides/Workbooks (10), 76 pp. each; Teacher Guide, 8 pp.; $39 a set (10 books and Teacher Guide)

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: Publisher's estimated reading level: grades 5–6.

SERIES: **Career and Educational Planning Folder**

TITLE: ***Handbook for Guidance Counselors***
A Leader's Guide for the Student's Career and Educational Planning Folder
My Career and Educational Planning Folder

DATE: 1988

AVAILABILITY: Vocational Education Materials Center
University of Georgia
Green Street
Athens, GA 30602
(404) 542-4592

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Describes activities under each of the following section titles: Discovering Facts about Myself, Entering the World of Work, Developing My Educational Plan for a Successful Career, and My High School Four Year Plan.

FORMAT/COST: Guide, 95 pp., $6.60; Study Guide/Workbook, 4 pp., $0.50; Teacher Guide, 56 pp., $1.20

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Planning and Decision Skills

NOTE: Designed for use with eighth-grade students. Activities 8–10 use Georgia Department of Education data, but can be tailored to the individual state.

TITLE: ***Career Assessment Inventory: The Enhanced Version***

DATE: 1986

AUTHOR: Johansson, Charles B.

AVAILABILITY: National Computer Systems
Professional Assessment Services
P.O. Box 1416
Minneapolis, MN 55440
(800) 328-6759

CHARACTERISTICS: References

CONTENT: Consists of 305 items rated on a five-point scale. Answers are scored on six General Occupational Themes (Holland's RIASEC), twenty-two Basic Interest Areas, and ninty-one Occupational Interest Areas.

FORMAT/COST: Evaluation Instrument, 8 pp., $1.90–10 each; Manual, 218 pp., $9; $14.25 Specimen Set (includes 1 manual, 1 Profile ScorForm, and 1 Interpretive ScorForm)

AUDIENCE: Counselors; Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Planning and Decision Skills; Career Information

NOTE: Available in Spanish and French. Computer-scored by National Computer Systems. Scoring options: Profile Report consists of a color-coded, graphic presentation of scores plus interpretive information; Interpretive Report is a sixteen–nineteen page individualized narrative with a four-page detachable summary. Publisher's estimated reading level: grade 6. Approximate time: 20–35 minutes.

☐ TITLE: ***Career Awareness/Basic Skills (CABS) Program***

DATE: 1985

AVAILABILITY: Dade County Public Schools
Career Awareness Basic Skills (CABS) Program
Career Education Department, Room 728
1450 NE 2nd Avenue
Miami, FL 33132
(305) 376-1761

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities

CONTENT: An activity-based core curriculum that infuses career/work application into the subject areas of reading, writing, mathematics, health and safety, literature and expressive language, science, and social studies. LAP titles: Cabby Lappy Land, U.S.A.; Welcome to CABS; I Can Be a Police Officer: Criminal Justice Cluster; Taking Time for Teeth: Health and Medical Cluster; Power: Transportation and Mechanics Cluster; Building a Model Airplane: Manufacturing, Transportation and Mechanics Cluster; Let Us Entertain You: Home Economics Cluster; Doing Business: Business and Office Cluster; Who Built This House?: Construction Cluster; Potting a Plant: Agri-Business and Natural Resources Cluster; Making a Travel Brochure: Hospitality and Recreation Cluster; Electronics, Communications and Media Cluster; and Looking through Your Camera: Fine Arts and Humanities Cluster.

FORMAT/COST: Answer Keys (13), 4–20 pp. each, $0.33–0.85 each; Modules/LAPs (14), 46–94 pp. each, $2.12–2.99 each; Posters (14), $0.65 each; Teacher Guides (14), 60–148 pp. each, $2.68–3.99 each

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Elementary School (K–6)

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Interacting with Others; Developmental Stages in Decision Making; Career Information; Jobs and Needs of Society; Planning and Decision Skills

SERIES: **Career Awareness Plus**

TITLE: ***Hospital Jobs***

Hotel/Motel Jobs

Restaurant Jobs

Store Jobs

DATE: 1983

AUTHOR: Schwartz, Stuart E.; Budd, Diane M.; Richey, Jim

AVAILABILITY: Janus Book Publishers
2501 Industrial Parkway W
Hayward, CA 94545
(800) 227-2375

CHARACTERISTICS: Glossary; Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Each title consists of three interrelated workbooks: Jobs, Words, and Wordcards. Each Jobs book examines the nature, performance, and working conditions of seven different jobs, with simple written exercises following each job. The Words books provide practice exercises in vocabulary related to each job. Each Wordcards book provides seventy-five heavy-duty perforated flashcards containing words learned in the Words books. Students learn vocabulary skills and reading comprehension as they learn about jobs.

FORMAT/COST: Study Guides/Workbooks (3 per title), 16–64 pages, $4.95 a book; Teacher Guide, 4 pp., free with order; $59.40 Sample Set (1 each of all 12 books)

AUDIENCE: Special-Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; ESL; EMH; Emotionally Handicapped

GRADE LEVEL: Elementary School (K–6); Middle School (6–8)

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment; Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Career Information

NOTE: Publisher's estimated reading level: grades 2–3.

TITLE: ***The Career Box***

DATE: 1985

PUBLISHER: Fearon Education

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: A companion to ***The Job Box***, featuring occupations that require reading skills at approximately the fourth-sixth grade level. Each of the fifty-six booklets describes a different occupation, including what knowledge and training are required, where the jobs are usually located, what the duties are, what wages to expect, and how to get more detailed information.

FORMAT/COST: Study Guides/Workbooks (56), 8 pp. each; Teacher Guide, 8 pp.; $93 (comes in display box)

AUDIENCE: Special-Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; ESL; EMH

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Career Information; Achievement and Career Opportunities

NOTE: Publisher's estimated reading level: grades 3–5.

TITLE: ***The Career Box Worksheets***

DATE: 1985

AUTHOR: Lee, Miriam L.

PUBLISHER: Fearon Education

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Practice/Hands-on Activities

CONTENT: Follow-up activities to be used with ***The Career Box***; they help students to broaden their understanding of the workplace and, at the same time, improve their reading comprehension, writing skills, and vocabulary. Activities include vocabulary quizzes, cloze technique comprehension checks, key words in context, job simulations, crossword puzzles, and more.

FORMAT/COST: Transparencies/Masters, 63 pp., $12

AUDIENCE: Special-Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; ESL; EMH

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Career Information

NOTE: Publisher's estimated reading level: grades 3–5.

TITLE: ***Career Caravan***

DATE: 1979

AUTHOR: Ourth, John; Tamarri, Kathie Tough

PUBLISHER: Good Apple

AVAILABILITY: Paperbacks for Educators
426 W Front Street
Washington, MO 63090
(800) 227-2591

CHARACTERISTICS: Practice/Hands-on Activities

CONTENT: Presents activities that help students explore the fifteen major career clusters. Examples of the forty-two activity titles are Occupational Alphabet, Money Making Hobbies, Tools of the Trade, and Oceans of Occupations.

FORMAT/COST: Teacher Guide, 62 pp., $6.95

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self-and Career Awareness; Career Orientation and Exploration

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: Designed for grades 4–8.

TITLE: ***Career Choice and Development***

SERIES: **Jossey-Bass Social and Behavioral Science**

DATE: 1984

AUTHOR: Brown, Duane; Brooks, Linda; and Associates

AVAILABILITY: Jossey-Bass Publishers
350 Sansome Street
San Francisco, CA 94104
(415) 433-1740

CHARACTERISTICS: Index; References

CONTENT: A collection of articles that includes the following: "Determinants of Vocational Choice: Holland's Theory"; "Psychodynamic Model of Career Choice and Satisfaction"; "Career and Life Development"; "Career Counseling Methods and Practice"; "Counseling Special Groups: Women and Ethnic Minorities"; "Mid-Life Career Change"; and "Issues and Trends in Career Development."

FORMAT/COST: Guide, 505 pp., $27.95

AUDIENCE: Counselors

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: For a complete list of titles in this series, see **Jossey-Bass Social and Behavioral Science** in the series index of this guide.

TITLE: ***Career Choice and Job Search***

DATE: 1986

AUTHOR: Como, Jay

PUBLISHER: Meridian Education Corporation

AVAILABILITY: Paperbacks for Educators
426 W Front Street
Washington, MO 63090
(800) 227-2591

CHARACTERISTICS: Self-Paced/Individualized; Index; Units of Instruction; Practice/Hands-on Activities

CONTENT: Consists of the following units: Choosing Your Work; Finding a Job Opening; Applying for That Job; and Going on a Job Interview.

FORMAT/COST: Study Guide/Workbook, 96 pp., $6.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information; Planning and Decision Skills

TITLE: ***Career Counseling: A Psychological Approach***

SERIES: **Jossey-Bass Social and Behavioral Science**

DATE: 1987

AUTHOR: Yost, E.B.; Corbishley, M.A.

AVAILABILITY: Jossey-Bass Publishers
350 Sansome Street
San Francisco, CA 94104
(415) 433-1740

CHARACTERISTICS: Index; References

CONTENT: Offers a step-by-step approach to help clients select suitable careers and acquire job-search skills. Chapters are as follows: The Process of Career Counseling; Assessing Client Needs and Establishing Counseling Goals; Promoting Client Self-Understanding; Developing and Refining Appropriate Career Alternatives; Helping Clients Choose among Career Alternatives; Overcoming Roadblocks and Solving Problems; Making Plans; Beginning the Job Search; Preparing for Job Interviews.

FORMAT/COST: Guide, 265 pp., $23.95

AUDIENCE: Counselors

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: For a complete list of titles in this series, see **Jossey-Bass Social and Behavioral Science** in the series index of this guide.

TITLE: ***Career Counseling: Skills and Techniques for Practitioners***

DATE: 1987

AUTHOR: Gysbers, Norman C.; Moore, Earl J.

AVAILABILITY: Prentice-Hall
200 Old Tappan Road
Old Tappan, NJ 07675
(800) 223-1360

CHARACTERISTICS: Index; References

CONTENT: Chapter titles include the following: Career Counseling: A Perspective and a Framework; Understanding and Interpreting Client Information and Behavior; Identifying and Analyzing Life Career Themes; A Structured Interview for Career Counseling; Personal Styles Analysis; Occupational Card Sorts; Individual Career Plans; and Putting It All Together.

FORMAT/COST: Guide, 192 pp., $35

AUDIENCE: Counselors

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Career Decision Diagnostic Assessment***

DATE: 1987

AUTHOR: Bansberg, Bill; Sklare, John

PUBLISHER: Illinois Counseling Research

AVAILABILITY: Publishers Test Service
CTB/McGraw-Hill
2500 Garden Road
Monterey, CA 93940-5379
(800) 538-9547

CHARACTERISTICS: References

CONTENT: Consists of thirty-seven items rated on a three-point scale. Identifies individuals who are having trouble making career decisions by measuring them on five motivating factors: Life Goal Awareness, Decision Anxiety, Authority Orientation, Luck and Fate Orientation, and Secondary Gain.

FORMAT/COST: Answer Booklet, 2 pp.; Evaluation Instrument, 4 pp., $18.75 (pkg. of 25 each of the answer booklets and test forms); Manual, 30 pp., $4.75; $5 Specimen Set (includes User's Guide and 3 each of the test and scoring forms)

AUDIENCE: Counselors; Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Developmental Stages in Decision Making

NOTE: Publisher's estimated reading level: grade 6. Approximate time: 20 minutes. Self-scorable.

☐ TITLE: ***Career Development/Employability Skills: Partnerships and Programs***

DATE: 1989

AVAILABILITY: ACCESS, The Education Clearinghouse for Economic Development
Bureau of Career Development
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: References

CONTENT: Contains abstracts describing the following: national organizations that conduct activities in the area of career development and employability skills (fourteen organizations listed and abstracted); national, private-sector career development and business/education partnership activities; Florida organizations that conduct career-education activities; career development/employability skills/partnership activities at Florida postsecondary institutions; a select listing of career development/employability skills and partnership activities in Florida's school districts; and resources that are available through the ERIC Clearinghouse on Adult, Career and Vocational Education.

FORMAT/COST: Reference Material, 81 pp., $8

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Career Development Inventory***

DATE: 1979

AUTHOR: Super, Donald E.; Thompson, Albert S.; Lindeman, Richard H.; Jordaan, Jean P.; Myers, Roger A.

AVAILABILITY: Consulting Psychologists Press
577 College Avenue
Palo Alto, CA 94306
(800) 624-1765

CONTENT: Assesses knowledge and attitudes about career choice. Consists of 120 items in the categories of career planning; career exploration; decision making; world of work information; knowledge of the preferred occupational group; career development: attitudes; and career development: knowledge and skills.

FORMAT/COST: Answer Booklet, 2 pp., $36–42 (pkg. of 10); Evaluation Instrument, 16 pp., $17–25 (pkg. of 25); Manuals (2), 28–48 pp., $15–18, $29 both manuals; $24 Specimen Set (includes User's Manual, 2 test booklets and 2 answer sheets)

AUDIENCE: Counselors; Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Approximate time: 55–65 minutes. Available in two versions: School Form and College and University Form. Two scoring options are available: (1) A software system that allows administrators to store and create interpretive profiles may be purchased; (2) CPP offers a mail-in scoring service that provides individual student profiles, a group roster, and response analyses by occupational group and by career-planning and career-exploration items.

☐ TITLE: ***Career Development Program Guide***

DATE: 1989

AVAILABILITY: Florida Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: References

CONTENT: Provides a step-by-step process for planning, implementing, and evaluating a comprehensive K–12 career-development program, including an extensive listing of career-development competencies broken down by educational level.

FORMAT/COST: Guide, 156 pp., free

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Career Directions***

DATE: 1990

DEVELOPER: Changing Times Education Service

AVAILABILITY: EMC Publishing
300 York Avenue
St. Paul, MN 55101
(800) 328-1452

CHARACTERISTICS: Glossary; Illustration/Graphics; Index; Units of Instruction; References

CONTENT: Chapter titles include the following: You and Your Career; Your Needs, Your Interests, and Your Principles; Your Attitudes, Habits, and Personality; Your Developing Skills; Jobs and the Workplace; Looking at Jobs; Investigating the Details; Planning, Goal Setting, and Evaluating Options; Building Job Qualifications; How to Get Jobs and Work Experience; Getting the Job You Want; When You Are at Work; Earning an Income; Understanding Our Economic System; Becoming an Entrepreneur; and Deciding for Yourself.

FORMAT/COST: Reference Material, 240 pp., price not available; Study Guide/Workbook, 128 pp., price not available; Teacher Guide, 336 pp., $28; Textbook, 352 pp., $22.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills

TITLE: ***Career Discovery Encyclopedia***

DATE: 1989

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Illustration/Graphics; Index

CONTENT: Provides the following information on more than five hundred occupations: job definition, level of education/training required, salary, and sources of additional information. All occupations are identified with one of the occupational clusters.

FORMAT/COST: Reference Material (6), 192 pp. each, $99.95 a set

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Career Information

☐ TITLE: ***Career Education Activities: Middle School***

DATE: 1982

AVAILABILITY: Orange County Public Schools
Career Education
434 N. Tampa Avenue, Station 436
Orlando, FL 32805
(407) 422-3200

CHARACTERISTICS: Illustration/Graphics; Practice/Hand-on Activities

CONTENT: Describes career-development activities for the following subjects: agribusiness, art, foreign language, exceptional education, industrial arts, language arts, music, science, social studies, math, and alternative education. Each guide covers one of the eleven subject areas.

FORMAT/COST: Teacher Guides (11), 30–78 pp. each, $2 each

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

☐ TITLE: ***A Career Education Approach to Producing an Elementary School Newspaper***

DATE: 1982

AVAILABILITY: Orange County Public Schools
Career Education
434 N. Tampa Avenue, Station 436
Orlando, FL 32805
(407) 422-3200

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; References

CONTENT: Chapter titles are as follows: Objectives; Funding; Faculty Responsibility; Student Contributions; Procedures; Application of Skills; Career Awareness; Enrichment Activities; Advertising; Format; Suggested Articles and Features; and Tips for Teachers.

FORMAT/COST: Teacher Guide, 24 pp., $2

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Career Information

TITLE: ***Career Education for Teachers and Counselors: A Practical Approach***

DATE: 2nd ed., 1985

AUTHOR: Bailey, Larry J.

AVAILABILITY: The Carroll Press
43 Squantum Street
Cranston, RI 02920
(401) 942-1587

CHARACTERISTICS: Index; References

CONTENT: Chapter titles are as follows: The Climate for Change; The Career Education Movement; Career Development Needs of Women; A Developmental Curriculum Model for Career Education; and Planning, Implementing, and Evaluating Career Education. Also included are blank lesson-plan forms and sample completed lesson plans.

FORMAT/COST: Guide, 204 pp., $13.50

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Career Education for the Handicapped Child in the Elementary Classroom***

DATE: 1979

AUTHOR: Clark, Gary M.

AVAILABILITY: Love Publishing Company
1777 S Bellaire Street
Denver, CO 80222
(303) 757-2579

CHARACTERISTICS: References

CONTENT: Chapters discuss the following topics: career education for the handicapped; programming for values, attitudes, habits, human relationships, occupational information, and the acquisition of job and daily-living skills.

FORMAT/COST: Guide, 216 pp., $14.95

AUDIENCE: Counselors; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired; EMH; Emotionally Handicapped

BLUEPRINT LEVEL: Professional Career Education Materials

☐ TITLE: ***Career Education Games for Intermediate Level***

DATE: 1982

AVAILABILITY: Orange County Public Schools
Career Education
434 N Tampa Avenue, Station 436
Orlando, FL 32805
(407) 422-3200

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities

CONTENT: Describes career-education games for the following subject areas: reading, spelling, language, math, science, and social studies.

FORMAT/COST: Teacher Guide, 40 pp., $2

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Interacting with Others; Achievement and Career Opportunities; Career Information; Job and Needs of Society; Planning and Decision Skills

TITLE: ***Career Education Handbook, Volumes I–II***

DATE: 1984

AVAILABILITY: Virginia Career Development Association
c/o Dr. Sylvia Statton
2303 Beck Drive
Richmond, VA 23223

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Provides infusion activities organized by grade level, including activities designed to build school-community partnerships.

FORMAT/COST: Teacher Guides, [100] pp. each, $4–8 each; $10 a set

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Career Information

SERIES: **Career Education on Target: District Articulation Plan**

☐ TITLE: ***Career Planning: Primary Section (Grades K–2)***

Career Planning: Elementary Section (Grades 3–5)

Career Planning: Grade 6

Career Planning: Grade 7

Career Planning: Grade 8

Career Planning: Grade 9

Career Planning: Grade 10

Career Planning: Grade 11

Career Planning: Grade 12

DATE: 1982

AVAILABILITY: Orange County Public Schools
Career Education
434 N Tampa Avenue, Station 436
Orlando, FL 32805
(407) 422-3200

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities

CONTENT: Presents career-development goals and learning objectivites, skills required to meet those objectives, suggested activities for acquiring the skills, and the subject areas addressed by the activities.

FORMAT/COST: Teacher Guides (9), 86–96 pp. each, $3–5 each; $30 a set

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

SERIES: **Career Exploration**

DATE: 1989

AVAILABILITY: Southern Media Systems
P.O. Box 1107
Ocala, FL 32678
(904) 732-2845

CHARACTERISTICS: Illustration/Graphics

CONTENT: Explores the fourteen occupational clusters, as the following titles illustrate: Welcome to the Working World—Series Overview; Careers in Personal Services; Culture and Conscience—Careers in Education; Culture and Social Sciences; Earth People—Careers in Natural Resources and the Environment; The First Step—Careers in Construction; The Foodmakers—Careers in Agribusiness and Food Production; Good Time People—Careers in Hospitality and Recreation; Helping Hands—Careers in Health; The Marketeers—Careers in Marketing; The Organizers—Careers in the Business Office; On the Move—Careers in Transportation; People and Things—Careers in Manufacturing; People to People—Careers in Communications and Media; We the People—Careers in Public Service.

FORMAT/COST: Videotapes (14), VHS, 15 min. each, $79.95 each; $995 a set

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8), Secondary Education (9–12)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

TITLE: ***Career Exploration for the '90s***

DATE: 1990

AVAILABILITY: Sunburst Communications
Department AW
101 Castleton Street
Pleasantville, NY 10570
(800) 431-1934

CHARACTERISTICS: Objectives, References

CONTENT: Explores career options and helps users match their interests, aptitudes, likes, and dislikes to one of the six personality types of the Holland hexagon. Real people in real jobs are used to illustrate careers compatible with each personality type, so students can easily make self-comparisons. Teacher Guide contains activities and sample tests to aid students in this process.

FORMAT/COST: Teacher Guide, 46 pp.; Videotape, VHS, 55 min.; $275

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Planning and Decision Skills

TITLE: ***Career Guidance and Counseling: A Monograph***

DATE: 1984

AVAILABILITY: Commonwealth of Virginia
Department of Education
Division of Special Education Programs and Pupil Personnel Services
Guidance Service
P.O. Box 60
Richmond, VA 23216-2060
ATTN: Rebecca Dedmond
(804) 225-2071

CONTENT: Chapter titles include the following: Principles of Career Guidance and Counseling Programs; Development and Implementation of Career Guidance and Counseling Programs (provides suggested student outcomes, strategies to achieve those outcomes, and sample individual career plans for elementary, middle, and high schools).

FORMAT/COST: Guide, 36 pp., $2

AUDIENCE: Counselors; Teacher Educators; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: Supplement to ***A Guide for Planning and Developing Guidance and Counseling Programs in Virginia's Public Schools*** (see separate entry).

TITLE: ***Career Guidance and Counseling through the Life Span: Systematic Approaches***

DATE: 3rd ed., 1988

AUTHOR: Herr, Edwin L.; Cramer, Stanley H.

AVAILABILITY: Scott, Foresman and Company
1900 E. Lake Avenue
Glenview, IL 60025
(800) 554-4411

CHARACTERISTICS: Index; References

CONTENT: Chapter titles include the following: Career Development and Counseling of Special Populations; Systematic Planning for Career Guidance and Counseling; Career Guidance in the Elementary School (chapters also for the junior high/middle school, the senior high school, and higher education); Special Adult Career Concerns; Career Information; and Assessment in Career Guidance and Counseling.

FORMAT/COST: Reference Material, 576 pp., $29.50

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Career Guides: Career Exploration Kit***

DATE: 1989

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Contains 150 career descriptions on individual cards, an activity sheet for each career title, and suggestions for presenting career information to a class through career games.

FORMAT/COST: Multimedia Kit, $98

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Career Information; Achievement and Career Opportunities

TITLE: ***Career Information***

DATE: 1982

AUTHOR: Fredrickson, Ronald H.

AVAILABILITY: Prentice-Hall
200 Old Tappan Road
Old Tappan, NJ 07675
(800) 223-1360

CHARACTERISTICS: Index; References

CONTENT: Chapter titles include the following: The Importance of Career Information; Theories of Career Decision Making; A Multipotential Approach to Career Planning; Career Resource Centers; Sources of Career Information; Evaluating Career Information; Classification and Filing of Career Information; Dissemination; Taking the Information to the People; Computer-Based Career Information Systems; Special Ways to Make Career Information More Exciting; Career Information and Special Populations; Evaluation and Follow-up; and Placement.

FORMAT/COST: Guide, 333 pp.; $42.40

AUDIENCE: Counselors; Teacher Educators; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired; EMH; TMH; Emotionally Handicapped; Gifted

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Career Information in the Classroom: Workshop Guide for Infusing the Occupational Outlook Handbook***

DATE: 1986

AUTHOR: Boyle, Karen K.; Wheldon, Ernest

AVAILABILITY: Meridian Education Corporation
205 E. Locust Street
Bloomington, IL 61701
(309) 827-5455

CHARACTERISTICS: Competency-Based; Illustration/Graphics; Objectives; Practice/Hands-on Activities

CONTENT: Presents materials for training teachers to infuse occupational information into the curricula. Module titles: Basic Principles of Career Development; How to Develop Infused Activities; The ***Occupational Outlook Handbook*** and Occupational Information; Understanding the Labor Market; Understanding the Economy; and Exploring Careers. The handouts contain quizzes, reference material, sample lesson plans, self-assessment instruments, and suggestions for related activities.

FORMAT/COST: Modules/LAPs (6), [512] pp.; $49. Handouts, [150] pp.; $12.95

AUDIENCE: Teacher Educators; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Career Investigation Curriculum Guide***

SERIES: **Career Investigation**

DATE: 1988

AUTHOR: Hendrix, Mary W.

AVAILABILITY: Educational Development and Training Center
East Texas State University
Commerce, TX 75428
(800) 356-3382

CHARACTERISTICS: Objectives; References

CONTENT: Provides a foundation for a career-investigation course, including the core and common essential elements, a suggested instructional sequence for a one-semester program, a basic-skills matrix, which correlates the objectives of the Texas Educational Assessment of Minimum Skills (TEAMS) with the lesson plans and with the instructional guide plans, lesson task analyses, special-needs modifications, and references and resources used in career guidance.

FORMAT/COST: Curriculum Guide, 271 pp.; $20

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: Designed for middle school students. For a complete list of titles in this series, see **Career Investigation** in the series index of this guide.

TITLE: ***Career Investigation: Opportunities, Choices, Decisions***

DATE: 1990

AUTHOR: Hendrix, Mary W.

AVAILABILITY: Delmar Publishers
2 Computer Drive W.
Albany, NY 12205
(800) 347-7707

CHARACTERISTICS: Glossary; Illustration/Graphics; Index; Units of Instruction; References

CONTENT: Organized into seven modules: The Working Citizen, Self-Appraisal, Career Opportunities, Career and Educational Planning, Getting and Keeping a Job, The Economics of Work, and Personal Resource Management. Each unit within the modules contains preview questions, a summary/review, and exercises.

FORMAT/COST: Teacher Guide, 116 pp.; $9. Textbook, 320 pp. $24.95. Transparencies/Masters, 48, $49

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills

SERIES: **Career Ladder**

TITLE: ***Core Curriculum***

Training Guide

Vocational Assessment

DATE: 1985

AVAILABILITY: ERIC Document Reproduction Service (EDRS)
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742

For a microfiche copy of this document, order ED263394, ED263395, and ED263396 from EDRS.

CHARACTERISTICS: Objectives

CONTENT: This set of materials is intended for use with special-needs students to assist them in developing basic living and employability skills. The core curriculum covers the following topics: independent living; transportation; career exploration; safety; job seeking; interviewing; keeping a job; job advancement; consumer skills; life-style; and future trends. The vocational assessment component offers descriptions of nineteen assessment instruments and provides an explanation of the purpose and importance of vocational assessment. The training guide is for use in designing models for work-site analysis and training-plan development and covers the following jobs: file clerk; food-service worker; receptionist; ornamental-metal-layout worker; apprentice glazier; childcare aide; and general floral worker.

FORMAT/COST: Manual, 31 pp., $3.88, mf $0.60; Reference Material, 51 pp., $5.82, mf $0.60; Tasks/Objectives/Competencies, 53 pp., $5.82, mf $0.60

AUDIENCE: Special-Needs Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; EMH; TMH

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Career Opportunities Instructional Guide***

SERIES: **Career Investigation**

DATE: 1990

AUTHOR: Hendrix, Mary W.; Cegiel, Linda

AVAILABILITY: Educational Development and Training Center
East Texas State University
Commerce, TX 75428
(800) 356-3382

CHARACTERISTICS: Illustration/Graphics; Objectives; Units of Instruction; Practice/Hands-on Activities; Pretest/Posttest Materials

CONTENT: Organized into the following seventeen units: Locating Information about Occupations, Orientation to the Occupational Clusters, Agri-Business and Natural Resources, Business and Office, Communications and Media, Construction, Consumer and Homemaking, Environment, Fine Arts and Humanities, Health, Hospitality and Recreation, Manufacturing, Marine Science, Marketing and Distribution, Personal Services, Public Services, and Transportation. Each unit includes activity sheets and transparency masters.

FORMAT/COST: Teacher Guide, 569 pp., $34

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

NOTE: Designed for middle school students. For a complete list of titles in this series, see **Career Investigation** in the series index of this guide.

TITLE: ***Career Passport***

SERIES: **Connections: School and Work Transitions**

DATE: 1987

DEVELOPER: The National Institute for Work and Learning

AVAILABILITY: Center on Education and Training for Employment
Ohio State University
1960 Kenny Road
Columbus, OH 43210-1090
(415) 486-3655

CHARACTERISTICS: Competency-Based; Glossary; Illustration/Graphics; Instructor Record Sheet(s); Objectives; Practice/Hands-on Activities; References; Surveys; Questionnaires

CONTENT: This instructional unit demonstrates to the student how to design a "career passport" or experience-based resume. The areas covered in this type of resume are personal information; education and training; work experiences; volunteer and community experiences; family-related activities; hobbies, interests and achievements; skills, strengths and abilities; and future plans.

FORMAT/COST: Study Guide/Workbook, 39 pp., $19.95 (for package of ten); Teacher Guide, 49 pp., $9.50

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

NOTE: Also included in this series is ***The Connector's Guide,*** a program-implementation guide designed for use with each component of the series. See separate entry for this item. For a complete list of titles in this series, see **Connections: School and Work Transitions** in the series index of this guide.

TITLE: ***Career Planning Program***

DATE: 1988

AVAILABILITY: ACT Publications
P.O. Box 168
Iowa City, IA 52243
(319) 337-1429

CONTENT: A career-oriented "interview" system. Level I helps students learn about their own characteristics and preferences and to identify and begin to investigate groups of careers. Level II helps students check on their education/career plans by emphasizing concepts and information related to employment and educational options. The Career Planning Program (CPP) relies on assessment instruments to collect information related to personal interests, work-related experiences, career-related abilities and skills, educational and vocational plans, and needs for help. Each participant receives a personalized report of the assessment results, organized around job clusters, plus the Career Guidebook to prompt further exploration activities.

FORMAT/COST: Answer Booklet, 4 pp.; Evaluation Instrument, 37 pp.; Guide, 38 pp.; Manual, 37 pp.; Reference Materials (3), 43–134 pp. each; Study Guide/Workbook, 23 pp.; Teacher Guide, 50 pp.; $10 each level for Examination Kit—contains assessment booklet, Career Guidebook, answer folder, Counselor's Manual, Interim Psychometric Handbook, and poster—indicate Level I or Level II

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Planning and Decision Skills

NOTE: Additional titles: *Action Guide for Secondary Schools*; *Planning for the Future: Counselor's Manual*; *Directions for Administration: Exploring Your Future*; *Interim Psychometric Handbook*; *Planning Your Future*; and *Your Career Planning Report*. Tests are scored by ACT twice weekly.

TITLE: ***Career Planning: Putting Your Skills to Work***

DATE: 1989

AVAILABILITY: Guidance Associates
Communications Park, Box 3000
Mount Kisco, NY 10549
(800) 431-1242

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: Covers the following topics: Identifying Your Interests, Determining Your Skills, Examining Your Personality, and Understanding Your Values.

FORMAT/COST: Teacher Guide, 20 pp.; Videotapes (2), VHS, BETA, 30 min. each; $239

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Planning and Decision Skills

COMPETENCY AREA: Positive Self-Concept; Jobs and Needs of Society; Planning and Decision Skills

TITLE: ***CareerSearch***

DATE: 1988

AVAILABILITY: The Guidance Shoppe/Computer Concepts
2909 Brandemere Drive
Tallahassee, FL 32312
(904) 385-6717

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics

CONTENT: A game format is used to help students explore 400 SOC career areas, referenced to over 3,000 occupations. ***Dictionary of Occupational Titles*** and ***Guide to Occupational Exploration*** codes are also provided. Students are matched to jobs according to the following interest areas: working with numbers, working environment, physical work, working with words, art, growing things, control and planning, information handling, working with things, influencing others, science, change and variety, meeting people, working with people, and helping people. After completing the program, students are provided with a personalized profile, which includes their top three SOC clusters, top ten jobs in three educational categories, and top fifteen jobs overall.

FORMAT/COST: Answer Booklet, 2 pp.; Computer Software, 2 disks each educational level plus 1 batch processor disk; Reference Material, 7 pp.; Teacher Guide, 18 pp.; $95 a set each educational level; $49.95 batch processor

SYS REQ: Apple IIe, IIc, 5 1/4 in. (64k)

AUDIENCE: Counselors; Special-Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Physically Impaired; Speech and Language Impaired; ESL; Emotionally Handicapped

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Planning and Decision Skills

NOTE: Reading level estimated by FRY Graph method: grade 5. Separate versions are available for the following education levels: elementary/middle school, high school.

TITLE: ***Career Skills***

DATE: 1987

AUTHOR: Kelly, Joan M.; Volz-Patton, Ruth

AVAILABILITY: Glencoe Publishing Company
15319 Chatsworth Street
Mission Hills, CA 91345-9509
(800) 423-9534

CHARACTERISTICS: Competency-Based; Self-Paced/Individualized; Illustration/Graphics; Index; Practice/Hands-on Activities; Pretest/Posttest Materials

CONTENT: Chapter titles are Thinking about Work; Looking at Yourself; Career Choices; Researching Careers; Making Career Decisions; Your Plan of Action; Finding a Job; Applying for a Job; On the Job; What You Can Expect; Human Relationships on the Job; Basic Skills and Attitudes for Success; Making Progress toward Your Goals; Our Economic System; and Managing Your Money.

FORMAT/COST: Study Guide/Workbook, 144 pp., $6.30; Teacher Guide, 144 pp., $10.53; Text, 256 pp., $14.97

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

SERIES: **Career Steps**

TITLE: ***Job Search***

Present Yourself for Success

DATE: 1988

AVAILABILITY: MCE/Lawrence Productions
1800 S. 35th Street
Galesburg, MI 49053
(800) 421-4157

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Objectives; Practice Test; References

CONTENT: ***Job Search*** covers the following topics: assessing personal career goals; learning about jobs and prospective employers; dealing with a "tough boss"; preparing resumes, cover letters, and thank-you notes; and making follow-up telephone calls. ***Present Yourself for Success*** deals with these topics: your professional image, the importance of body language to first impressions, grooming and appearance, and physical condition/fitness.

FORMAT/COST: Computer Software, 1 disk each; Teacher Guide, 12 pp. each; $82.50 each

SYS REQ: IBM Family (256k), 5 1/4 in. or 3 1/2 in.; Apple II Family (64k), 5 1/4 in.

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information

TITLE: ***Career: Suggested Activities to Motivate the Teaching of Career Education***

DATE: 1977

AUTHOR: Eddy, Arlene; Gierman, Vera

AVAILABILITY: Educational Service
P.O. Box 219
Stevensville, MI 49127
(800) 253-1763

CHARACTERISTICS: Illustration/Graphics; Index; Practice/Hands-on Activities

CONTENT: Provides activities for career awareness in the following clusters: agribusiness and natural resources; business and office occupations; communications and media; construction; consumer and homemaking-related occupations; environment; fine arts and humanities; health occupations; hospitality and recreation; marine science; marketing and distribution occupations; personal service occupations; public service; and transportation.

FORMAT/COST: Teacher Guide, 225 pp., $8.95

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Designed for grades K–8.

TITLE: ***Career World***

AVAILABILITY: General Learning Corporation
60 Revere Drive
Northbrook, IL 60062-1563
(708) 205-3000

CHARACTERISTICS: References

CONTENT: Informs readers about a wide variety of career opportunities while teaching them the how-to's of the world of work, such as resume writing, interviewing, and developing appropriate on-the-job attitudes.

FORMAT/COST: Journal, 9 issues/year, $5.60

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Jobs and Needs of Society

TITLE: ***Careers: Exploration and Decision***

DATE: 2nd ed., 1986

AUTHOR: Rettig, Jack L.

AVAILABILITY: Fearon Education
500 Harbor Boulevard
Belmont, CA 94002
(800) 877-4283

CHARACTERISTICS: Index; Practice/Hands-on Activities; References

CONTENT: Chapter titles are as follows: How People Choose Their Occupations: Some Expert Opinions; Who Are You? Parent, Child, and Adult; Human Needs; Types of Personalities; What Is Work? The World of Work; Our Labor Force; 20,000 Occupations; Choosing Your Occupation; Key Ideas and How to Do It; Finding the Right Position; and Making a Living.

FORMAT/COST: Teacher Guide, 26 pp., $3; Textbook, 138 pp., $7.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Jobs and Needs of Society; Planning and Decision Skills

TITLE: ***The Central Florida Career Guide***

DATE: 1987

AUTHOR: Fencl, Jr., George; Pritchett, Janie

AVAILABILITY: Edge Publishing
P.O. Box 3621
Longwood, FL 32779
(407) 788-6357

CHARACTERISTICS: Illustration/Graphics; Directory

CONTENT: This directory offers descriptions of over four hundred major employers in Central Florida. Businesses are categorized according to the type of work they do. The information provided for each entry includes the business name, the number of people employed there, the name of a contact person, and the business's projected personnel needs. Entries are included for the areas of accounting; advertising; architecture; banking and finance; construction; data processing; electronics and aerospace; engineering; food and drug; government/public sector; health care; manufacturing; media services; retail/building supply; telecommunications; tourism; and miscellaneous. Also included are tips for the job search, resume writing and interviewing, and an overview of salaries in the Central Florida area.

FORMAT/COST: Reference Material, 105 pp., $23.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Jobs and Needs of Society

TITLE: ***CEPP CompuSort***

SERIES: **AEL Career Exploration and Planning Program**

DATE: 1989

PUBLISHER: Appalachia Educational Laboratory

AVAILABILITY: Meridian Education Corporation
236 E. Front Street
Bloomington, IL 61701
(309) 827-5455

CHARACTERISTICS: Illustration/Graphics

CONTENT: Assists users in identifying worker trait groups (WTGs) related to their interests, temperaments, and aptitudes. Users may enter or remove one factor at a time to see the results that different combinations of interests and temperaments will have in identifying WTGs. Provides users with a printout of WTGs related to their work activity and work situation preferences, and a comparison of the user's aptitudes to the identified WTGs.

FORMAT/COST: Computer Software, 1 disk; Guide, 11 pp.; $175

SYS REQ: Apple II Family (64k), 5 1/4 in.; IBM PC and compatibles (128k), 5 1/4 in.

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

NOTE: For a complete list of titles in this series, see **AEL Career Exploration and Planning Program** in the series index of this guide.

SERIES: **CEPP Video Tape Programs (AEL Career Exploration & Planning Program)**

TITLE: ***Your Aptitudes: Related to Job Learning Skills***

Your Future: Planning Through Career Exploration

Your Interests: Related to Work Activities

Your Temperaments: Related to Work Situations

DATE: 1989

DEVELOPER: Appalachia Educational Laboratory

AVAILABILITY: Meridian Education Corporation
236 E Front Street
Bloomington, IL 61701
(309) 827-5455

CHARACTERISTICS: Illustration/Graphics

CONTENT: These videos introduce the concepts of interests, temperaments, and aptitudes, and relate them to career decision making and work satisfaction.

FORMAT/COST: Teacher Guide, 14 pp.; Videotape, VHS, BETA, 15–20 min. each; $89 each (1 videotape plus 1 user's guide)

AUDIENCE: Student; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Developmental Stages in Decision Making; Achievement and Career Opportunities; Planning and Decision Skills; Life Roles and Careers

NOTE: For a complete list of titles in this series, see **AEL Career Exploration and Planning Program** in the series index of this guide.

TITLE: ***The Changing Workplace: Career Counseling Strategies for the 1990s and Beyond***

SERIES: **Jossey-Bass Social and Behavioral Science**

DATE: 1989

AUTHOR: McDaniels, Carl

AVAILABILITY: Jossey-Bass Publishers
350 Sansome Street
San Francisco, CA 94104
(415) 433-1740

CHARACTERISTICS: Index; References

CONTENT: Chapter titles include the following: Forecasting the Future of Work; Lures of Entrepreneurship; Enhancing Options for Both Leisure and Work; Helping People Put Their Leisure to Work; and Work and Leisure Counseling: A Life-Span Approach.

FORMAT/COST: Guide, 255 pp., $23.95

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: For a complete list of titles in this series, see **Jossey-Bass Social and Behavioral Science** in the series index of this guide.

SERIES: **Children's Dictionary of Occupations**

TITLE: ***Activities for Grades 3 and 4***

Activities for Grades 5 and 6

Activities for Grades 7 and 8

DATE: 1988

AUTHOR: Parramore, Barbara M.; Butler, Jane M.; Hopke, William E.

AVAILABILITY: Meridian Education Corporation
236 E Front Street
Bloomington, IL 61701
(309) 827-5455

CHARACTERISTICS: Practice/Hands-on Activities

CONTENT: Provide activities that help students learn about different occupations while developing their vocabulary skills and encouraging them to think critically about career opportunities.

FORMAT/COST: Teacher Guide, 4 pp.; Transparencies/Masters, 20 each educational level; $12.95 each educational level

AUDIENCE: Teachers/Trainers

GRADE LEVEL: Elementary School (K–6); Middle School (6–8)

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

NOTE: For a complete list of titles in this series, see **Children's Dictionary of Occupations** in the series index of this guide.

TITLE: ***Children's Dictionary of Occupations***

DATE: 1987

AUTHOR: Hopke, William E.; Parramore, Barbara M.

AVAILABILITY: Meridian Education Corporation
236 E Front Street
Bloomington, IL 61701
(309) 827-5455

Southern Media Systems
P.O. Box 1107
Ocala, FL 32678-1107
(904) 732-2845

CHARACTERISTICS: Index

CONTENT: Contains easy-to-read descriptions of almost three hundred occupations, each with its own illustration and phonetic pronunciation. In addition to the alphabetic index is an index of the fifteen career clusters, with their associated occupations from the dictionary's listings. Suggested activities for individuals and groups are also given.

FORMAT/COST: Reference Material, 112 pp., $9.95

AUDIENCE: Students

GRADE LEVEL: Elementary School (K–6)

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Career Information

SERIES: **CHOICE**

DEVELOPER: Career Research Corporation

AVAILABILITY: D.C. Jaeger Corporation
135 N. Knowles Avenue
Winter Park, FL 32789
(800) 432-2022

CHARACTERISTICS: Self-Paced/Individualized; Practice/Hands-on Activities; Pretest/Posttest Materials

CONTENT: CHOICE (Carrels/Courseware for Hands-on Individualized Career Exploration) offers carrels in the following job clusters: agriculture, business and office, communications, construction, health, transportation, manufacturing, marketing, and service, as well as a career-guidance software program entitled *Occupational Interest Matching*. Each carrel contains a posttest and self-evaluation, and guides participants in developing a resume.

FORMAT/COST: Audiocassettes, 2 each; Multimedia Kits, 95; Teacher Guide, 40 pp.; Textbooks, 20–80 pp.; $8.95–3,400.00 a kit (includes teacher guide, textbook, audiocassettes, earphones, mounting equipment, power-strip outlet, tools, tool holders, work lamp, consumable supplies, safety goggles and aprons where appropriate, and the carrel itself)

AUDIENCE: Special-Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Speech and Language Impaired; ESL; EMH; TMH; Emotionally Handicapped

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills

NOTE: Publisher's estimated reading level: grade 7. At least one carrel from each cluster is available in bilingual (Spanish/English) format.

TITLE: ***CHOICE (Considering Honest Options in Career Exploration)***

DATE: 1987

AUTHOR: Langford, Carolyn

AVAILABILITY: ERIC Document Reproduction Service (EDRS)
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742

For a microfiche copy of this document, order ED288022 from FEIS.

CHARACTERISTICS: Objectives; Practice/Hands-on Activities

CONTENT: Addresses the following topics: student self-appraisal, career plans of action, the job search, application forms and letters, and the job interview.

FORMAT/COST: Teacher Guide, 66 pp., $5.82, mf $0.60

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills

☐ TITLE: ***Choices CT: Career Transitions***

DATE: 1989

AVAILABILITY: Florida Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics

CONTENT: Contains information on over 3,400 occupations. Allows users to assess their needs in the following areas: education level, physical demands, physical activities, earnings, hours of work/travel, environment, Holland types, aptitudes, interests, temperaments, worksite, fields of work, and future outlook. Also allows users to look at previous work experiences and rank them on the basis of such factors as skill attainment, overall job satisfaction, and current ability to complete assigned tasks. Three separate profiles are provided to guide the user in occupational selection. Also contains a file on every public and private postsecondary school in Florida. After identifying career possibilities and noting the educational requirements, students can search for postsecondary schools that offer the appropriate programs of study.

FORMAT/COST: Computer Software, 5–10 disks; Folder, $1,195 annual fee (includes materials, training, and annual updates); Reference Material (2), [100] pp. each; Study Guide/Workbook, 38 pp.

SYS REQ: IBM PC, XT, AT, PS/2 with color graphics card, 3 1/2 in. or 5 1/4 in.

AUDIENCE: Students

GRADE LEVEL: Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Counselors are required to complete a training workshop before administering program. Updated annually. Also available: *National Education File*, $100 annual fee. Gives detailed information on 2,400 national postsecondary institutions. Additional titles: *A Guide to Exploring Careers with Choices CT*; *Masterlist of Institutions*; and *Masterlist of Occupations*.

TITLE: ***CHOICES Jr***

DATE: 1989

AVAILABILITY: Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics

CONTENT: The CHOICES Jr system is designed around three modules: Tutorial, Exploring Careers, and Checking Out Career Fields. The tutorial module introduces the student to the concepts and terminology used in the career-exploration and decision-making process. The exploring-careers module introduces an activities checklist that can be done as a paper-and-pencil activity or on the computer. A search for careers can also be based on educational plans or favorite school subjects. The module on career fields allows students to browse through listings of occupational groups in career fields of interest and to obtain profiles on those in which they are interested.

FORMAT/COST: Answer Booklet, 4 pp.; Computer Software, 2–3 disks; Guide, 28 pp.; Reference Material, 75 pp.; $395

SYS REQ: Apple II or IIe (48k), 5 1/4 in.; IBM PC, XT, AT (256k), 3 1/2 in. or 5 1/4 in.

AUDIENCE: Counselors; Students

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

TITLE: ***Choosing: Activities to Encourage Responsible Decision Making***

DATE: 1985

AUTHOR: Sanders, Corinne

PUBLISHER: Good Apple

AVAILABILITY: Paperbacks for Educators
426 W Front Street
Washington, MO 63090
(800) 227-2591

CHARACTERISTICS: Illustration/Graphics

CONTENT: Contains activities in the areas of self-awareness, goal setting, decision making, problem solving, and environmental awareness.

FORMAT/COST: Teacher Guide, 58 pp., $6.95

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Planning and Decision Skills

NOTE: Contains reproducible activity pages. Designed for grades 3–8.

TITLE: ***Choosing for Yourself: A Comprehensive Drug Education Curriculum***

DATE: 1989

AVAILABILITY: Shared Learning
975 Walnut Street, Suite 253
Cary, NC 27511
(800) 542-7082

CHARACTERISTICS: Instructor Record Sheet(s); Illustration/Graphics; Objectives; Units of Instruction; Practice/Hands-on Activities; Pretest/Posttest Materials; References

CONTENT: Each guide is organized into five units: Self-Awareness, Communication, Drug Information, Decision Making, and Alternatives. Each unit contains activities and laminated duplication masters. Two additional sections provide assessment items for each objective, as well as teacher resource material.

FORMAT/COST: Teacher Guides (4), [210]–[248] pp. each, $200 each

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making; Planning and Decision Skills

NOTE: Inservice training is offered, but not required. The four guides are as follows: Primary K–3, Intermediate 4–6, Middle School 6–8, and High School 9–12.

TITLE: ***Chronicle Career Quest***

DATE: 1989

PUBLISHER: Chronicle Guidance Publications

AVAILABILITY: Southern Media Systems
P.O. Box 1107
Ocala, FL 32678
(904) 732-2845

CONTENT: Allows students to assess their interests and identify job titles that match their interests. Job titles are referenced with the ***Guide for Occupational Exploration***, ***Dictionary of Occupational Titles***, ***Standard Occupational Classifications***, and ***Chronicle Occupational Briefs*** codes.

FORMAT/COST: Evaluation Instruments (2), 6–10 pp. each; Guides (2), 4–2 pp. each; Reference Material, 36 pp.; Study Guides/Workbooks (4), 4–20 pp. each; $51.25 Form S package (includes 25 Interest Inventories, 25 Interpretation Guides, 1 Administrator's Guide, 1 Career Crosswalk, 1 Technical Manual); $57.50 Form L package (same contents as Form S package)

AUDIENCE: Students

GRADE LEVEL: Middle School; Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: Publisher's estimated reading level: grade 6. Available in two versions: Form S (middle/junior high) and Form L (high school/adult). Additional titles: *Career Crosswalks*, *Career Paths*, *Interest Inventory*, *Interpretation Guide*, and *Technical Manual*.

TITLE: ***Chronicle Occupational Briefs***

DATE: 1990

PUBLISHER: Chronicle Guidance Publications

AVAILABILITY: Southern Media Systems
P.O. Box 1107
Ocala, FL 32678
(904) 732-2845

CHARACTERISTICS: Illustration/Graphics

CONTENT: Describes work performed, working conditions, hours and earnings, education and training, licenses and certification, personal qualifications, social and psychological factors, location

of employment, employment outlook, entry methods, advancement, and related occupations for about two thousand occupations. Each job title is referenced with ***Dictionary of Occupational Titles***, ***Standard Occupational Classification***, ***Standard Industrial Classification Manual***, and ***Guide for Occupational Exploration*** codes.

FORMAT/COST: Reference Material, [600] pp., $391 in DOT order; $411.75 in GOE cluster order; $408.75 in SOC cluster order; (all 3 prices include annual update service)

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Job and Needs of Society

NOTE: Updated annually.

SERIES: **A Class Act: Career Guidance User's Handbook**

TITLE: ***Elementary School K–3***

Elementary School 4–5

Middle School

High School

DATE: 1985–1986

AVAILABILITY: Career and Technical Educational Department
Portland Public Schools
2508 NE Everett Street
Portland, OR 97232
Attn: June Tremain
(503) 280-5858

CHARACTERISTICS: Competency-Based; Objectives; Practice/Hands-on Activities; Student Progess Chart(s)

CONTENT: Provides activities and lesson plans that can be fused into many areas of the curriculum. Each version also contains an annotated list of resources appropriate to implementing the activities for that grade level.

FORMAT/COST: Teacher Guides (4), 207–278 pp. each. Available on a cost-recovery basis.

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***College Majors and Careers: A Resource Guide for Effective Life Planning***

DATE: 1987

AUTHOR: Phifer, Paul

AVAILABILITY: Garrett Park Press
P.O. Box 190-B
Garrett Park, MD 20896
(301) 946-2553

CHARACTERISTICS: Glossary; Occupational Information; Index; References

CONTENT: Describes sixty of the most popular college majors and lists related occupations, skills, and activities; associated values and personal attributes; and additional resources for each major area.

FORMAT/COST: Reference Material, 166 pp., $15

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

TITLE: ***Coming Alive from Nine to Five: The Career Search Handbook***

DATE: 3rd ed., 1988

AUTHOR: Michelozzi, Betty N.

PUBLISHER: Mayfield Publishing Company

AVAILABILITY: Paperbacks for Educators
1240 Ridge Road
Ballwin, MO 63021
(800) 227-2591

CHARACTERISTICS: Illustration/Graphics; Index; References

CONTENT: Chapter titles include the following—Needs, Wants, and Values; Spotlighting You; Roles and Realities; Sinking the Stereotypes; Personality and Performance; Pieces of the Puzzle; The Career Connection; Finding Your Job Satisfiers; The Job Market: Facts, Trends, and Predictions; Workplaces and Work Styles; Scanning the Subtleties; The Job Hunt: Tools for Breaking and Entering; Decisions, Decisions; What's Your Next Move? Work Affects the Soul; The Final Analysis; Sample Resumes and Letters. Each chapter is followed by self-assessment exercises.

FORMAT/COST: Guide, 304 pp., $13.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Communicating in Business and Industry***

DATE: 2nd ed., 1990

AUTHOR: Comstock, Thomas

AVAILABILITY: Delmar Publishers
2 Computer Drive W
Box 15-015
Albany, NY 12212-5015
(800) 347-7077

CHARACTERISTICS: Illustration/Graphics; Index; Objectives

CONTENT: Designed to present vocational/technical students with the basic skills of communication. Major areas of communication are covered, including verbal and nonverbal communication, listening, telephone skills, job applications, and reading. Each chapter ends with a summary of important concepts within that chapter. The instructor guide contains supplemental activities and answers to the exercises in the text.

FORMAT/COST: Teacher Guide, 85 pp., $10; Text, 192 pp., $17.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information

TITLE: ***Communication Skills***

DATE: 1987

AVAILABILITY: MCE/Lawrence Productions
1800 S 35th Street
Galesburg, MI 49053
(800) 421-4157

CHARACTERISTICS: Self-Paced/Individualized; Objectives; Practice Test; References

CONTENT: Topics covered are recognizing communication signals, practicing effective listening skills, and understanding how positive and negative expectations can affect communications. The teacher guide gives an overview of the content, a list of prerequisite concepts and vocabulary, and suggested teaching strategies.

FORMAT/COST: Computer Software, 1 disk; Teacher Guide, 10 pp.; $69.96

SYS REQ: IBM Family (256k), 5 1/4 or 3 1/2 in.; Apple II Family (64k), 5 1/4 in.

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others

NOTE: Reading level, grades 4–5.

SERIES: **Communication Skills at Work**

TITLE: ***Dealing with Customers***

Dealing with Supervisors

DATE: 1989

AVAILABILITY: Guidance Associates
Communications Park, Box 3000
Mount Kisco, NY 10549-0900
(800) 431-1242

CHARACTERISTICS: Illustration/Graphics

CONTENT: The program objectives of ***Dealing with Customers*** are to illustrate the importance of good relationships with customers; to provide guidelines for communicating with customers and for dealing with their attitudes; to teach strategies for effective communication with customers; to underscore the importance of being honest, providing information, and avoiding conflict; to provide skills for behaving professionally with customers both in person and on the telephone; and to illustrate how to handle irate or difficult customers on the job. The objectives of ***Dealing with Supervisors*** are to help students understand their roles as employees; to introduce specific job rules and procedures; to illustrate common job situations that may be encountered; and to encourage student discussion and understanding of how students might handle similar situations.

FORMAT/COST: Teacher Guide, 7 pp. each; Videotape, 30 min. each, 1/2 in. VHS; $159 each

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others

SERIES: **Communication Skills for the World of Work**

TITLE: ***Advancing on the Job***

Career Decision-Making

Getting a Job

Getting Along with People on the Job

Listening on the Job

Speaking on the Job

DATE: 1989

AUTHOR: Geoffray, Alice

AVAILABILITY: Glencoe Publishing Company
15319 Chatsworth Street
Mission Hills, CA 91345-9509
(800) 423-9534

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test; Pretest/Posttest Materials; References

CONTENT: Each unit consists of four lessons presented on audiocassette with accompanying learning activities in the workbook. ***Advancing on the Job*** contains the following lessons: Programming Yourself for Advancement; Managing People, Managing Yourself; Women at Work; and Continuing Your Education. ***Career Decision-Making*** contains these lessons: Decisions, Decisions; By Choice, Not Chance; Discover Yourself; and Your Action Plan. ***Getting a Job*** contains the following: Finding a Job; Applying for a Job; Making a Good First Impression; and What to Say during an Interview. ***Getting Along with People on the Job*** contains the lessons Getting Off to a Good Start; Reading between the Lines; Understanding People; and Resolving Conflict. ***Listening on the Job*** contains lessons titled Learning to Listen; Getting the Message; Listening with an Open Mind; and Improving Your Listening Habits. ***Speaking on the Job*** consists of the following lessons: Using Standard English; Speaking So Other People Can Understand; Speaking and Job Success; and Using the Telephone. The teacher guides provide an introductory overview to each unit in the series, answer keys to pretest and posttest materials in the student workbooks, objectives, and suggested teaching activities. Also included is a script of the cassette-tape materials.

FORMAT/COST: Audiocassettes (4 each); Study Guides/Workbooks, 25–47 pp. each; Teacher Guides, 33–37 pp. each

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information; Planning and Decision Skills

TITLE: ***Competency Based Curriculum Guide: Employability***

DATE: 1986

DEVELOPER: District of Columbia Public Schools, Division of Career and Adult Education

AVAILABILITY: Langdon Resource/Learning Center
Division of Curriculum and Educational Technology
20th and Evarts Streets NE
Washington, DC 20018
(202) 576-7813

CHARACTERISTICS: Competency-Based; Objectives; Practice/Hands-on Activities; Practice Test; References

CONTENT: Section titles are Personal Growth and Development, Gathering Information and Planning for a Career, Identification of Job Sources, Job Applications, Job Interviews, Job Responsibility and Authority, and Job Mobility.

FORMAT/COST: Teacher Guide, 85 pp., Loan (4 weeks)

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Developmental Stages in Decision Making; Career Information; Planning and Decision Skills

TITLE: ***Computerized Career Search***

DATE: 1984

PUBLISHER: Opportunities for Learning

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics

CONTENT: Matches personal interests and abilities to potential careers and subjects-to-study printouts.

FORMAT/COST: Computer Software, 2 disks each edition; Study Guide/Workbook, 8 pp. each; Transparencies/Masters, 5 each; $94.50 a set (1 disk, 1 back-up disk, 20 handbooks, and 5 duplicating master worksheets)

SYS REQ: Apple II Family, 5 1/4 in.

AUDIENCE: Special-Needs Students; Students

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Physically Impaired; Speech and Language Impaired; EMH

GRADE LEVEL: Middle School (6–8), Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Planning and Decision Skills

NOTE: Publisher's estimated reading level: grade 5. Separate editions are available for each of the following groups: Educable Retarded, Orthopedically Handicapped, Hearing Impaired, Learning Handicapped.

TITLE: ***The Connector's Guide***

SERIES: **Connections: School and Work Transitions**

DATE: 1987

AVAILABILITY: Center on Education and Training for Employment
Ohio State University
1960 Kenny Road
Columbus, OH 43210-1090
(614) 486-3655

CHARACTERISTICS: Illustration/Graphics; References; Survey/Questionnaire

CONTENT: Offers a comprehensive overview of the Connections Series materials. Divided into seven sections: Introduction to Connections, An Action Guide for Youth Employment, Assessing and Planning with Students, Involving the Community in Transitions, Placing Students in Jobs, Following Students into the World of Work, and Resources for Connections.

FORMAT/COST: Guide, [244] pp., $39.95

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: This guide is intended for use with each component in the Connections series. See separate entries for these components. For a complete list of titles in this series, see **Connections: School and Work Transitions** in the series index of this guide.

TITLE: ***Contemporary Counseling: Services, Applications, Issues***

DATE: 1987

AUTHOR: Humes, C.W., ed.

AVAILABILITY: Accelerated Development
3400 Kilgore Avenue
Muncie, IN 47304
(317) 284-7511

CHARACTERISTICS: Index; References

CONTENT: A broad look at counseling, with articles on the following specific topics: career information; career development (theories, models and trends); counseling needs of special populations; and computer applications in counseling.

FORMAT/COST: Guide, 400 pp., $22.95

AUDIENCE: Counselors; Teacher Educators

BLUEPRINT LEVEL: Professional Career Education Materials

SERIES: **Corridors to Careers**

TITLE: ***In Search of . . . Careers: A Guide for Parents and Disabled Youth***

Finders-Keepers: Job Search and Survival Skills

Making It . . . On Your Own: Independent Living Skills

DATE: 1986

AUTHOR: Izzo, Martha Vreeburg; Liming, Roxi; Kopp, Kathleen

AVAILABILITY: Conover
P.O. Box 155
Omro, WI 54963
(414) 685-5707

CHARACTERISTICS: Parents' Materials; Objectives; References; Directory

CONTENT: Consists of three modules/LAPs designed for parents' use. Module I addresses career exploration and decision making, focusing on the role of parents in influencing their children; assessment of the student's abilities and interests; identification of suitable careers; training options; work-site modifications; and the development of an individualized education plan that provides the student with valuable school-based work experience. The second module covers the job search and survival process, dealing with the following specific issues: finding job leads, composing a good resume, learning how to fill out application forms, learning how to interview effectively, talking about the student's handicapping condition, and knowing and pursuing legal rights. Module III focuses on the following independent living skills: transportation, housing and home management, financial management, decision making, and interpersonal skills. Each module ends with a list of additional resources for the parents' and students' reference. Module I also contains a directory of organiza-

tions and agencies that provide services to special-needs individuals. A training manual based on the three guides explains how parent-training teams can be used to teach parents about providing support and assistance to their disabled children who are making the transition from school to work. It includes training-session agendas, activities, transparencies, and other resources for use in parent-training sessions.

FORMAT/COST: Module/LAPs, 43–51 pp. each, $6.95 each; Teacher Guide, 95 pp., $19.95

AUDIENCE: Special-Needs Students; Teachers/Trainers

EXCEPTIONALITIES: Physically Impaired; EMH; TMH; Emotionally Impaired

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Counseling Software Guide: A Resource for the Guidance and Human Development Professions***

DATE: 1989

AUTHOR: Walz, Garry R.; Bleuer, Jeanne C.

AVAILABILITY: American Association for Counseling and Development
5999 Stevenson Avenue
Alexandria, VA 22304
(703) 823-9800

CHARACTERISTICS: Index; References

CONTENT: Provides software descriptions and reviews for personal counseling, career counseling, academic advising, testing, and administration purposes. The career counseling software covers self-assessment, career exploration, job-search skills, resumes, interviewing, and job-placement skills.

FORMAT/COST: Guide, 492 pp., $52

AUDIENCE: Counselors

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Counseling with Gifted Students: A Monograph***

DATE: 1986

AVAILABILITY: Commonwealth of Virginia
Department of Education
Division of Special Education Programs and Pupil Personnel Services
Guidance Service
P.O. Box 6Q
Richmond, VA 23216-2060
ATTN: Rebecca Dedmond
(804) 225-2071

CHARACTERISTICS: References

CONTENT: Chapter titles include the following: Introduction to Gifted Education; Characteristics and Needs of Specific Groups of Gifted Students (including underachievers, disadvantaged, handicapped, and culturally diverse); Career Guidance for Gifted Students (provides components of a career-guidance program, suggested strategies, and specific concerns); and Guidance and Counseling for Parents of Gifted Students.

FORMAT/COST: Guide, 36 pp., $2

AUDIENCE: Counselors; Teacher Educators; Teachers/Trainers

EXCEPTIONALITIES: Gifted

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: Supplement to ***A Guide for Planning and Developing Guidance and Counseling Programs in Virginia's Public Schools*** (see separate entry).

TITLE: ***A Counselor's Guide to Career Assessment Instruments***

DATE: 2nd ed., 1988

AUTHOR: Kapes, Jerome T.; Mastie, Marjorie M.; (eds.)

AVAILABILITY: The American Association for Counseling and Development
Publication Sales
5999 Stevenson Avenue
Alexandria, VA 22041
(703) 823-9800

CHARACTERISTICS: Index; References

CONTENT: Chapter titles include the following—The Counselor's Guide: Why, What and How; The Counselor's Role in Career Assessment; Interpretation of Psychometric Instruments in Career Counseling; Testing Competencies and Responsibilities: A Checklist for Counselors; Major Career Assessment Instruments: Descriptions and Review of Forty-Three Instruments, including Multiple Aptitude Batteries, Interest Inventories, Measure of Work Values, Career Development/Maturity Instruments, Personality Measures, and Instruments for Special Populations.

FORMAT/COST: Guide, 351 pp., $25 softbound, $35 hardbound

AUDIENCE: Counselors

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired; ESL; EMH; Emotionally Handicapped

BLUEPRINT LEVEL: Professional Career Education Materials

☐ TITLE: ***Creative Cooking for Kids: A Career Education Interdisciplinary Approach to Early Childhood/Primary Curriculum***

DATE: 1981

AUTHOR: Pauska, Bonnie

AVAILABILITY: Orange County Public Schools
Career Education
434 N Tampa Avenue, Station 436
Orlando, FL 32805
(407) 422-3200

CHARACTERISTICS: Objectives; Practice/Hands-on Activities; References

CONTENT: Contains four lessons centered on food preparation. They incorporate language arts, mathematics, science, health, social sciences, art, music, and motor skills to help students develop an awareness, knowledge, and appreciation for careers in the food-service industry.

FORMAT/COST: Teacher Guide, 45 pp., $2.50

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Interacting with Others; Career Information

NOTE: Designed for grades K–1.

TITLE: ***The Creative Resume***

SERIES: **The Job World**

DATE: 1987

AVAILABILITY: Education Associates
8 Crab Orchard Road
P.O. Box Y
Frankfort, KY 40602
(800) 626-2950

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Key topics addressed include the following: selecting a resume format, developing and altering your resume, and selecting and entering relevant personal data.

FORMAT/COST: Computer Software, 4 disks; Study Guide/Workbook, 63 pp.; $129

SYS REQ: IBM (256k), 5 1/4 in.; Apple II (256k), 5 1/4 in.

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Critical Thinking: How to Evaluate Information and Draw Conclusions***

DATE: 1987

DEVELOPER: The Center for Humanities

AVAILABILITY: Guidance Associates
Communications Park, Box 3000
Mount Kisco, NY 10549-9989
(800) 431-1242

CHARACTERISTICS: Glossary; Illustration/Graphics; Objectives; Practice Test; References

CONTENT: Guides students toward reaching good conclusions through rational analysis of facts; defines 'verbal maps,' the way people interact with reality by using words to form pictures of our world; helps students evaluate information they receive by determining what kind of information it is (e.g., personal observation, factual report or propaganda); and offers a logical method of organizing information that can simplify complex decisions.

FORMAT/COST: Teacher Guide, 21 pp.; Videotape, 50 min., 1/2 in. VHS; $79

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

TITLE: ***Curriculum Guide for Employability Skills Training: Instructional Materials for Opening Doors***

DATE: 1986

AUTHOR: Goodman, Jane; and others

AVAILABILITY: Michigan Career Education and Vocational Education Resource Center
133 Erickson Hall
Michigan State University
East Lansing, MI 48824-1034
(517) 353-4397

For a microfiche copy of this document, order ED279887 from FEIS.

CHARACTERISTICS: Task Sheets

CONTENT: Provides task sheets for the following employment-related areas: personal attributes and preferences; job satisfaction; stress reduction; employment writing (resumes, letters, applications, etc.); contacting prospective employers; types of job interviews and procedures to deal with them; evaluation methods used by employers; job advancement; and job loss.

FORMAT/COST: Teacher Guide, 36 pp., $2.50

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

SERIES: **Daily Living Skills**

TITLE: ***Banking and Credit***

Job Applications and Paychecks

DATE: 1984

DEVELOPER: Encyclopaedia Britannica Educational Corporation

AVAILABILITY: Looking Glass Learning Products
276 Howard Avenue
Des Plaines, IL 60018-1906
(800) 545-5457

CHARACTERISTICS: Illustration/Graphics; Practice Test; Student Progress Chart(s)

CONTENT: The five modules in ***Job Applications and Paychecks*** cover basic concepts of job applications; understanding what job applications are used for and why they are important; completing job applications; providing information on education and employment history; listing hobbies, interests, and personal references; interviewing; and taking preemployment tests. ***Banking and Credit*** explores basic concepts in receiving pay; different kinds of pay periods and rates of payment (i.e., biweekly pay, salaried pay, etc.); and taxes and other kinds of paycheck deductions.

FORMAT/COST: Computer Software, 1 disk each; Teacher Guide, 12 pp. each; $49 each

SYS REQ: Apple II Family (48k), 5 1/4 in.

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

☐ TITLE: ***Dare to Dream***

DATE: 1988

AUTHOR: Proctor, Madrea J.

AVAILABILITY: Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
325 W Gaines Street
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Glossary; Illustration/Graphics; Objectives; Pretest/Posttest Materials

CONTENT: Introduces the student to the concepts of entrepreneurship as a career option. It allows the student to explore his or her potential for self-employment, learn its advantages and disadvantages, perform exercises in creative enterprises, experience interaction with successful entrepreneurs, and find out where to obtain help and advice.

FORMAT/COST: Study Guide/Workbook, 76 pp., $5

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

SERIES: **Decisions**

TITLE: ***Planning Your Career***

You and Your Paycheck

DATE: 1985

AVAILABILITY: EMC Publishing/Changing Times Education Service
300 York Avenue
St. Paul, MN 55101
(800) 328-1452

CHARACTERISTICS: Illustration/Graphics

CONTENT: These two software programs deal with different aspects of personal economics. The first addresses decision making (attitudes, resources, processes, and your personal situation); the second addresses managing your paycheck (examining and understanding deductions, paying taxes, understanding benefits).

FORMAT/COST: Computer Software, 1 disk each; Teacher Guide, 32 pp.; $34.95 each

SYS REQ: Apple II Family (48k), 5 1/4 in.

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

NOTE: These two programs are from a series of ten disks that deal with decision making in personal economics. The teacher guide lists the other components of the series and provides content information for each one.

TITLE: ***Decision Making and Problem Solving***

DATE: 1984

PUBLISHER: Instructional Enterprises

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Self-Paced/Individualized

CONTENT: Following an introduction featuring key principles for decision making/problem solving, users can select seven strategies from the main menu: (1) knowing your absolutes, (2) brainstorming, (3) evaluating choices, (4) positive and negative choices, (5) attribute awareness, (6) yes-and-no decision making, and (7) stimulating questions. After a description of the selected strategy is presented, the user is offered the option of applying the strategy to a personal issue.

FORMAT/COST: Computer Software, 1 disk; Manual, 8 pp.; $39.95

SYS REQ: Apple II +, IIe, 5 1/4 in.

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Developmental Stages in Decision Making; Planning and Decision Skills

TITLE: ***Decision Making and Problem Solving: The Process Approach***

DATE: 1987

AUTHOR: Pirillo, Rose M.

AVAILABILITY: Chronicle Guidance Publications
P.O. Box 1190
Moravia, NY 13118-1190
(315) 497-0330

Southern Media Systems
P.O. Box 1107
Ocala, FL 32678
(904) 732-2845

CHARACTERISTICS: Glossary; Illustration/Graphics; Index; Objectives; Practice/Hands-on Activities; Practice Test; References

CONTENT: This workbook takes the student through the six steps of the process approach to decision making: (1) defining the parameters of the decision, (2) reviewing your values and resources, (3) identifying all possible choices of action, (4) selecting the action most likely to work best, (5) carrying out the plan of action, and (6) evaluating the results. Each step in the process is illustrated by explanatory materials and learning activities.

FORMAT/COST: Study Guide/Workbook, 74 pp., $4.95; Teacher Guide, 74 pp., $14.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

TITLE: ***Developing Consumer Competence***

SERIES: **LifeScenes, LifeSkills**

DATE: 1986

AUTHOR: Stone, Calvin R.; Fitzgerald, Penny; Sarko, Janet

AVAILABILITY: Contemporary Books
Department F89
180 N Michigan Avenue
Chicago, IL 60601
(800) 621-1918

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice Test

CONTENT: Divided into seven sections: Payroll, Benefits, and Bank Accounts; Budgeting Your Income and Renting an Apartment; Comparison Shopping and Credit; Choosing Transportation and Resolving Consumer Complaints; Purchasing a Home and Making Home Improvements; Starting and Operating a Business; and Investments and Taxes. Includes instructions on using a calculator.

FORMAT/COST: Study Guide/Workbook, 214 pp., $4.75

AUDIENCE: Special-Needs Students; Students

EXCEPTIONALITIES: Learning Disabled; EMH; TMH; Emotionally Handicapped

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: Publisher's estimated reading level: grades 6–8. This is one item in a series of two that deals with life skills. For information on the other item in the series, which is beyond the scope of the content of this guide, contact the above-referenced source of availability.

TITLE: ***Dictionary of Holland Occupational Codes***

DATE: 2nd ed., rev. and expanded, 1989

AUTHOR: Gottfredson, Gary D.; Holland, John L.

PUBLISHER: Psychological Assessment Resources

AVAILABILITY: JIST Works
720 N Park Avenue
Indianapolis, IN 46202
(800) 648-5478

CONTENT: Contains two indexes. The first, organized by the three-letter Holland RIASEC codes, giving corresponding ***Dictionary of Occupational Titles*** (DOT) job titles and numbers, plus educational level and training requirements. The second index, organized by DOT occupational title, gives the corresponding Holland codes, ***Standard Occupational Classification*** (SOC) codes, and ***Guide to Occupational Exploration*** (GOE) codes.

FORMAT/COST: Reference Material, 634 pp., $25

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Holland RIASEC codes may be obtained by using the ***Self-Directed Search*** (see separate entry).

TITLE: ***Dictionary of Occupational Titles***

DATE: 1977–1986

DEVELOPER: U.S. Department of Labor

AVAILABILITY: JIST Works
720 N Park Avenue
Indianapolis, IN 46202
(800) 648-5478

CHARACTERISTICS: Glossary; Index

CONTENT: Provides descriptions of over 20,000 jobs which are coded for physical demands, environmental conditions, mathematical and language skills, and specific vocational preparation. ***Guide for Occupational Exploration*** (GOE) and ***Standard Occupational Classification*** (SOC) codes are also given. The supplement adds 761 new job titles and revises 79 job descriptions in the same format as the original work.

FORMAT/COST: Reference Material (2), 106-1,371 pp. each, $6.50–31.00 each

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

NOTE: Additional titles: ***Dictionary of Occupational Titles, Fourth Edition Supplement***, 1986.

SERIES: **Dignity in the Workplace (Connections: School and Work Transitions)**

TITLE: ***A Labor Studies Curriculum Guide for Vocational Educators***

A Student Guide to Labor Unions

DATE: 1987

AVAILABILITY: Center on Education and Training for Employment
Ohio State University
1960 Kenny Road
Columbus, OH 43210-1090
(614) 486-3655

CHARACTERISTICS: Glossary; Illustration/Graphics; Practice Test; References

CONTENT: The text is divided into two sections. The first, entitled Labor Studies Units, provides an overview of labor unions, collective bargaining, worker rights, education/training partnerships, and labor unions and the community. The second section consists of fact sheets that provide information on job trends, conditions, and labor union affiliations in specific occupational areas (e.g., agriculture and natural resources). The curriculum guide provides supplemental activities that illustrate key ideas in the study guide/workbook.

FORMAT/COST: Teacher Guide, 155 pp., $18.50; Text, 137 pp., $7.75

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Jobs and Needs of Society

TITLE: ***Discover***

DATE: 1988

AVAILABILITY: ACT (American College Testing)
P.O. Box 168
Iowa City, IA 52243
(319) 337-1429

CHARACTERISTICS: Self-Paced/Individualized

CONTENT: Allows users to assess their interests, abilities, experiences, and values. The junior high/middle school version helps students to explore careers matched to their high school program of studies. The high school version is appropriate for all high school students, regardless of their postsecondary plans and academic skill levels. It provides students with information about hundreds of occupations and thousands of postsecondary educational options. A special version for college students and adults offers multiple approaches for developing self-awareness and for obtaining detailed information about occupations and educational options; it also contains a series of activities to assist adults in career transition.

FORMAT/COST: Computer Software, 2–4 disks for Junior High and Middle Schools version (other versions are installed on hard disk); Reference Material, 200 pp.; Study Guides/Workbooks (3), 8–39 pp. each; Teacher Guides (3), 100–200 pp. each; $600 one-time licensing fee (Junior High and Middle Schools version); $1,850 minimum annual licensing fee (High School version and College and Adult version)

SYS REQ: Apple II Family (128k), 5 1/4 in., with Grappler card for Junior High and Middle Schools version only; IBM PC, XT, AT (256k), 3 1/2 in. or 5/14 in., with 10mb hard disk for High School version and College and Adult version

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8), Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Don't Get Fired! How to Keep a Job***

SERIES: **Employability Skills Program**

DATE: 2nd ed., 1990

AUTHOR: Anema, Durlynn; Lefkowitz, William

AVAILABILITY: Janus Books
2501 Industrial Parkway West
Hayward, CA 94545
(415) 887-7070

CHARACTERISTICS: Glossary; Illustration/Graphics; Objectives; Practice Test

CONTENT: Divided into two sections. Part 1, Losing a Job, consists of seven units: Be Responsible, Be Aware of Time, Follow the Schedule, Be Honest, Give Good Service, Get Along with Others, and Don't Talk Back to Your Boss. Part 2, Saving a Job, contains six units: Follow Directions, Don't Talk to Friends While Working, Keep Yourself Busy, Take Pride in Your Work, Leave Your Personal Problems at Home, and Be Helpful and Friendly to Everyone at Work.

FORMAT/COST: Study Guide/Workbook, 72 pp.; Teacher Guide, 4 pp.; $4.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information

☐ TITLE: ***The Dynamics of Work***

DATE: 1984

AUTHOR: Daggett, Willard R.

AVAILABILITY: South-Western Publishing
5101 Madison Road
Cincinnati, OH 45227
(800) 543-7972

CHARACTERISTICS: Glossary; Illustration/Graphics; Index; Objectives; Practice Test; References

CONTENT: Divided into five sections. Section I, The Business Scene, consists of eight chapters: Doing Business; Earning a Living; Setting Your Course into the World of Work; Preparing for Work; Going to Work; Getting Along at Work; Managing Your Money; and Using Financial Services. Section II, People and Business, contains four chapters: Relationships—The Need to Belong, Your Self—A Good Person to Know, Your Image, and Teamwork—The Give and Take of Getting Along. Part III, The Changing World, has four chapters: The Meaning of Change; A Process for Dealing with Change; Stress, Conflict, and Pathways to Peace; and Building Problem Solving and Decision Making Skills. Part IV, The Bigger Picture, consists of six chapters: Business—Ideas at Work; Business and Economics; The Economic System; The Business as Citizen, The Role and Value of Labor; and The Government and the Economy. The last section, Computers and Your Future, contains five chapters: Computers at Your Service; Computers in Business—Meeting Information Needs; Data Processing Systems and Functions; Computer Hardware and Software; and Computer Programming. The student workbook contains four different exercises for each chapter of the textbook; these exercises are vocabulary practice, short-answer questions, sentence completion, and brief essay writing. In addition, the workbook contains a leadership-development activity for each main section of the textbook; these assignments involve more in-depth activity, as in interviewing people in the community about their work, charting daily events in which computers are involved, etc.

FORMAT/COST: Study Guide/Workbook, 224 pp., $6.85; Teacher Guide, 192 pp. (free with purchase of text); Text, 512 pp., $18.50

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Economic and Societal Factors Instructional Guide***

SERIES: **Career Investigation**

DATE: 1984

AUTHOR: Hendrix, Mary W.; Cegiel, Linda

AVAILABILITY: Educational Development and Training Center
East Texas State University
Commerce, TX 75428
(800) 356-3382

CHARACTERISTICS: Illustration/Graphics; Objectives; Units of Instruction; Practice/Hands-on Activities; Pretest/Posttest Materials

CONTENT: Organized into the following nine units: Job Acquisition, On-the-Job Relations, Communications, Understanding the Paycheck, Personal Money Management, Completing Government-Regulated Work Requirements, Laws Affecting You as a Worker, Changing Jobs, and Free Enterprise. Each unit includes activity sheets and transparency masters.

FORMAT/COST: Teacher Guide, 629 pp., $34

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

COMPETENCY AREA: Interacting with Others; Achievement and Career Opportunities; Career Information

NOTE: Designed for middle school students. For a complete list of titles in this series, see **Career Investigation** in the series index of this guide.

TITLE: ***Educational and Career Planning Instructional Guide***

SERIES: **Career Investigation**

DATE: 1984

AUTHOR: Hendrix, Mary W.

AVAILABILITY: Educational Development and Training Center
East Texas State University
Commerce, TX 75428
(800) 356-3382

CHARACTERISTICS: Illustration/Graphics; Objectives; Units of Instruction; Practice/Hands-on Activities; Pretest/Posttest Materials

CONTENT: Organized into the following six units: Goals, Decision Making, A Look at the Future (career outlook), Making Career Plans, Exploring the High School Curriculum, Making a Tentative Four-Year High School Schedule, and Educational/Training Alternatives after High School. Each unit includes activity sheets and transparency masters.

FORMAT/COST: Teacher Guide, 382 pp., $20

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

COMPETENCY AREA: Academic and Specialized Skill Development; Jobs and Needs of Society; Planning and Decision Skills

NOTE: Designed for middle school students. For a complete list of titles in this series, see **Career Investigation** in the series index of this guide.

TITLE: ***Elementary Careers***

DATE: 1988

AVAILABILITY: Kansas Careers
College of Education
Bluemont Hall
Kansas State University
Manhattan, Kansas 66506
(913) 532-6540

Southern Media Systems
P.O. Box 1107
Ocala, FL 32678
(904) 732-2845

CHARACTERISTICS: Illustration/Graphics; Index; Practice/Hands-on Activities

CONTENT: Provides a fourteen-question self-assessment exercise, which classifies students according to Holland's six personality types. Six occupations are listed, with associated ***Dictionary of Occupational Titles*** codes, for each personality type. The teacher's guide includes practical applications, group-processing tools, supplementary activities, and suggestions for special events such as career fairs, field trips, job shadowing, and guest speakers.

FORMAT/COST: Computer Software, 3 disks; Study Guide/Workbook, 4 pp.; Teacher Guide, 58 pp.; $199 (includes disks, teacher guide, 100 student worksheets)

SYS REQ: Apple II Family, 5 1/4 in.

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Elementary School (K–6)

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills; Life Roles and Careers

NOTE: Designed for grades 3–6.

TITLE: ***Employability***

DATE: 1984

AVAILABILITY: Home Economics Curriculum Center
Texas Tech University, Box 4067
Lubbock, TX 79409-4067
(806) 742-3028

For a microfiche copy of this document, order ED250528 from FEIS.

CHARACTERISTICS: Practice/Hands-on Activities; Practice Test; References

CONTENT: Consists of seven units entitled Focusing on You; Finding a Job; Getting Back to Basics (including sections on first days on the job, telephone skills, math skills, Social Security, and paychecks); Working Safely; Conserving Energy; Moving Up (including sections on teamwork, handling stress, work attitudes, and ethics); and Sharing in the American Free Enterprise System.

FORMAT/COST: Study Guide/Workbook, 178 pp., $15, mf $1.20

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills

SERIES: **Employability Skills**

TITLE: ***Applying for a Job*** (rev. ed., 1979-81)

Choosing an Occupation (rev. ed., 1984)

ESS for Success (rev. ed., 1984)

Good Work! (rev. ed., 1987)

Job Changes (rev. ed., 1984)

Personal Finances (rev. ed., 1983-84)

Your Job Search (rev. ed., 1984)

Employability Skills Leader's Guide: Inservice Workshop (rev. ed., 1984)

Employability Skills Participant's Guide: Inservice Workshop (rev. ed., 1984)

AUTHOR: Kromhout, Ora

AVAILABILITY: Florida Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Competency-Based; Self-Paced/Individualized; Glossary; Illustration/Graphics; Practice/Hands-on Activities; Practice Test; Pretest/Posttest Materials; References; Performance Checklist; Transparency Masters

CONTENT: Topics covered include the following: applying for job; banking; completing job applications; dealing with co-workers; deciding to change jobs; examining interests, values, and job preferences; finding job leads; following instructions; interviewing; learning about jobs and planning a career; making a smooth transition; making contacts; shopping; paying taxes; validating reasons for changing jobs; and visiting potential job sites.

FORMAT/COST: Modules/LAPs, 10-125 pp. each, free-$2 each; Teacher Guides, 47-56 pp. each, $1-1.10 each; $18.60 a set

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6-8); Secondary Education (9-12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information; Planning and Decision Skills

NOTE: **Employability Skills, Spanish Series**, a Spanish translation of the original version, is also available for $13 a set. The Employability Skills Series is being revised and will be available for the 1991-92 school year. For more information regarding these materials, contact the Florida Department of Education, Bureau of Career Development.

ERIES: **The Employer's Choice (Connections: School and Work Transitions)**

TITLE: ***On the Job***

Priorities That Count

What Works in the Job Search

DATE: 1987

AVAILABILITY: Center on Education and Training for Employment
Ohio State University
1960 Kenny Road
Columbus, OH 43210-1090
(415) 486-3655

CHARACTERISTICS: Objectives; Illustration/Graphics; References; Practice Test; Practice/Hands-on Activities

CONTENT: Section titles, which provide information on the content of each unit in this series, are as follows. ***On the Job*** contains the sections Getting a Job, Becoming an Insider, Learning at the Worksite, Leaving a Job, Guidelines for Completing an Application, and Guidelines for Interviewing. ***Priorities That Count*** contains the sections What Counts Toward Getting Hired? What Leads to Getting Fired? and How Can you Meet Employers' Standards? ***What Works in the Job Search*** contains the sections About the Job Search, The Job Application, and The Interview.

FORMAT/COST: Manual, [128] pp., $25.50; Study Guides/Workbooks, 45-109 pp. each, $4-7.25 each; Teacher Guide, 58 pp., $7; Videotape, 1/2 in. VHS, 33 min., $75

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9-12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information; Planning and Decision Skills

NOTE: Also included in this series is **The Connector's Guide**, a program-implementation guide designed for use with each component of the series. See the separate entry for this item. For a complete list of titles in this series, see **Connections: School and Work Transitions** in the series index of this guide.

TITLE: ***English on the Job***

DATE: 1988

DEVELOPER: National Center for Research in Vocational Education

AVAILABILITY: Southern Media Systems
P.O. Box 1107
Ocala, FL 32678-1107
(904) 732-2845

CHARACTERISTICS: Competency-Based; Self-Paced/Individualized; Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Pretest/Posttest Materials; Performance Checklist

CONTENT: To use this system, the student selects one of thirty-one career areas (accounting clerk/bookkeeper, barber/cosmetologist, graphic designer, etc.). A disk that corresponds to that career area quizzes the student on the specific communication skills needed for that career. An assessment sheet displays the number of incorrect answers given by category (e.g., sentence and paragraph writing) so that the student knows in which areas he or she is weak. Also available are a computerized management system for counselors and teachers (it tracks the areas in which the student has worked and the problems that he or she is having) and nine cassettes that portray verbal interaction between two people in a

working environment (they test the student's ability to absorb and recall details from conversations).

FORMAT/COST: Audiocassettes (9); Computer Software, 33 disks; Study Guides/Workbooks (93 total, 3 copies each per career area), 15–25 pp. each; Teacher Guide, 310 pp.; $1,695, also available in print version ($495) and in packets for the individual career areas ($16.95 each)

SYS REQ: Apple II Family (48k), 5 1/4 in.; IBM Family (256k), 5 1/4 in. or 3 1/2 in.

AUDIENCE: Special-Needs Students; Teachers/Trainers; Students

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Physically Impaired; Speech and Language Impaired; ESL; EMH; Emotionally Handicapped

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

NOTE: Publisher's estimated reading level: grades 4–9

TITLE: ***Enjoy Your Job!***

DATE: 1989

AVAILABILITY: The Guidance Shoppe/Computer Concepts
2909 Brandemere Drive
Tallahassee, FL 32312
(904) 385-6717

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; Practice Test

CONTENT: Key topics covered include work-related activities; self-assessment (interests, skills, talents, etc.); self-perception; and finding the ideal job.

FORMAT/COST: Computer Software, 1 disk; Teacher Guide, 5 pp.; $69.95

SYS REQ: IBM Family (128k), 5 1/4 in. or 3 1/2 in.

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

☐ TITLE: ***Equity/Nontraditional Career Recruitment and Counseling: A Bibliography***

DATE: 1987

AVAILABILITY: Florida Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CONTENT: Contains annotated citations of materials pertaining to career counseling, employment qualifications, educational needs, career guidance, career choice, and job placement.

FORMAT/COST: Bibliography, 16 pp., free

AUDIENCE: Counselors; Teacher Educators; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Evaluating an Overseas Job Opportunity***

DATE: 1990

AUTHOR: Williams, John

AVAILABILITY: Pilot Industries
103 Cooper Street
Babylon, NY 11702
(516) 422-2225

CHARACTERISTICS: Illustration/Graphics

CONTENT: Addresses the following key topics: the career-development gamble, analysis of financial factors, living overseas, and taxation.

FORMAT/COST: Guide, 38 pp., $3.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***E-WOW: Explore the World of Work***

DATE: 1989

PUBLISHER: CFKR Career Materials

AVAILABILITY: Southern Media Systems
P.O. Box 1107
Ocala, FL 32678
(904) 732-2845

CHARACTERISTICS: Illustration/Graphics

CONTENT: Takes students through a four-step process: selecting job interests, matching those interests with job clusters, choosing one job to explore, and sharing the results with a parent.

FORMAT/COST: Guide, 4 pp.; Study Guide/Workbook, 4 pp.; $15 a set (1 guide, 35 activity folders), also available in a software version for Apple computers and in an adult/high school version (E-WOW-A) designed for adult retraining, reentry programs such as JTPA or GAIN.

AUDIENCE: Special-Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Physically Impaired; Speech and Language Impaired; ESL; Emotionally Handicapped

GRADE LEVEL: Elementary School (K–6)

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Designed for grades 3–6

TITLE: ***Exploring Careers in Business***

DATE: 1987

AUTHOR: Rickman, Louise

AVAILABILITY: Instructional Materials Laboratory
University of Missouri—Columbia
2316 Industrial Drive
Columbia, MO 65202
(314) 882-2883

For a microfiche copy of this document, order ED281009 from FEIS.

CHARACTERISTICS: Objectives; Practice/Hands-on Activities; Practice Test; References; Supplemental Resource Materials

CONTENT: Contains information on the importance of choosing a career, personal qualities needed for the world of work, sources of job information, occupational requirements, and career-plan development.

FORMAT/COST: Teacher Guide, 223 pp., $14, mf $1.20; Text, 232 pp., $7.50

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills

TITLE: ***Exploring Careers: The World of Work and You***

DATE: 1990

AVAILABILITY: JIST Works
720 N Park Avenue
Indianapolis, IN 46202-3431
(800) 648-5478

CHARACTERISTICS: Illustration/Graphics

CONTENT: Provides detailed information on about three hundred jobs and fourteen occupational clusters. Profiles individuals employed in jobs within each cluster. Suggestions for activities and duplicatable worksheets are also provided for exploration and planning.

FORMAT/COST: Reference Material, 462 pp., $19.95; Study Guide/Workbook, 33 pp., $39 (pkg. of 20); Teacher Guide, 117 pp., $12.95; $29.95 Sample Set (includes 1 of each item)

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Based on U.S. Department of Labor statistics.

TITLE: ***Extending Horizons: Student Paths to Employment***

SERIES: **Extending Horizons: A Resource for Assisting Handicapped Youth in Their Transition from Vocational Education to Employment—Research and Development Series, No. 257B**

DATE: 1985

AUTHOR: McKinney, Lorella; Vreeburg, Margaretha

AVAILABILITY: Center on Education and Training for Employment
Ohio State University
1960 Kenny Road
Columbus, OH 43210-1090
(614) 486-3655

For a microfiche copy of this document, order ED260238 from FEIS.

CHARACTERISTICS: Practice/Hands-on Activities; References

CONTENT: Covers the following topics: working with a support team, exploring careers, getting ready for the world of work, looking for jobs, surviving on the job, and understanding the laws that affect handicapped youth. May be used independently or with assistance from a counselor or teacher.

FORMAT/COST: Study Guide/Workbook, 56 pp., $2.75, mf $0.60

AUDIENCE: Special-Needs Students

EXCEPTIONALITIES: EMH; TMH

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Interacting with Others; Developmental Stages in Decision Making; Career Information; Jobs and Needs of Society

NOTE: This workbook is one in a series of materials designed to help special-needs students make successful school-to-work transitions. For other documents in the series, which are beyond the scope of this guide, please contact the above-referenced source of availability.

TITLE: ***Family Life and Worker Productivity: Learning Modules***

DATE: 1986

DEVELOPER: Indiana State Board of Vocational and Technical Education

AVAILABILITY: Vocational Education Services
840 State Road 46 Bypass, Room 111
Bloomington, IN 47405
(812) 855-6711

For a microfiche copy of this document, order ED276863 from FEIS.

CHARACTERISTICS: Objectives; Practice/Hands-on Activities; References

CONTENT: Chapter titles include Credit: You're in Charge; Mapping the Road to Employment; Exploring Self-Esteem, Self-Perception, and Communication; Problem-Solving Resources; Stress Management Strategies; and Work Productivity Is Your Responsibility.

FORMAT/COST: Module/LAP, 371 pp., $11, mf $2.40

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills

☐ TITLE: ***FCIDS (Florida Career Information Delivery System)***

AVAILABILITY: Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CONTENT: Provides detailed information from each of the following files: (1) FCIDS Career File—contains information on 1,010 civilian and military occupations; (2) FCIDS Education File—contains information on all private and public postsecondary educational institutions in Florida; (3) FCIDS Financial Aid File—a listing of over 2,100 Florida sources of postsecondary financial assistance; (4) Job Bank—a daily updated listing of job openings as reported to the Florida Job Services; and (5) SOLAR (student on-line advisement and articulation)—a computerized student-advisement system provided by the Division of Community Colleges.

FORMAT/COST: On-line Data Base, free

SYS REQ: Personal computer with modem

AUDIENCE: Counselors; Students; Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development; Professional Career Education Materials

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: Assessed through FIRN (Florida Information Resource Network).

☐ TITLE: ***The Financial Aid Package***

AVAILABILITY: Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CONTENT: Describes the various financial-aid opportunities that exist for those who choose to pursue postsecondary education.

FORMAT/COST: Computer Software; Supplemental materials and price to be announced

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

TITLE: ***Finding and Following Up Job Opportunities***

SERIES: **The Job World**

DATE: 1984

AVAILABILITY: Education Associates
8 Crab Orchard Road
P.O. Box Y
Frankfort, KY 40602
(800) 626-2950

CHARACTERISTICS: Self-Paced; Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Leads the student through the processes of searching for a job by addressing these topics: decision making in the job search; methods of follow-up on specific job leads; the importance of prompt action in following up leads; and the job-lead card and organizing the job search.

FORMAT/COST: Computer Software; Study Guide/Workbook, 17 pp.; $79.95

SYS REQ: IBM (256k), 1 disk, 5 1/4 in. or 3 1/2 in.; Apple II Family (256k), 5 1/4 in.

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Find It; Get It; Keep It: A Pre-Employment Skills Curriculum for the Special Needs Individual***

DATE: 1986

AVAILABILITY: Curriculum Publications Clearinghouse
Western Illinois University
46 Horrabin Hall
Macomb, IL 61455
(800) 322-3905
(309) 298-1917

CHARACTERISTICS: Objectives; Practice/Hands-on Activities; Practice Test; Pretest/Posttest Materials; Performance Checklist

CONTENT: Contains twelve units entitled Sources of Employment; Resumes; Inital Contact with Employers; Applications; Employment Tests; Job Interviews; Rejection Shock; You're Hired; Job Survival; Job Advancement; Termination of Employment; and Equal Employment Opportunity.

FORMAT/COST: Teacher Guide, 722 pp., $24.75

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information

SERIES: **Florida Challenge Grant Program for the Gifted**

TITLE: ***The Challenge Program for the Gifted: Design and Procedures, Level IV, Grades 10–12***

The Challenge Program for the Gifted: Instructional Program

DATE: 1984

DEVELOPER: Duval County School District

AVAILABILITY: Department of Education
Bureau of Education for Exceptional Students
Clearinghouse/Information Center
Florida Education Center, Suite 628
Tallahassee, FL 32399-0400
(904) 488-1879

Specialist, Programs for the Gifted
1701 Prudential Drive, 4th Floor
Jacksonville, FL 32207
(904) 390-2079

CHARACTERISTICS: Objectives; Practice/Hands-on Activities

CONTENT: Provides the structure necessary for teachers to develop and implement the Challenge Program for the Gifted for grades 10–12. The program includes four modules: Leadership, Creative Problem Solving, The Arts, and The Sciences. Each module contains seven basic components: research skills, mentorship, career awareness, technology, product development, product demonstration and defense, and enhanced academics. The ***Design and Procedures*** manual provides the administrative or managerial components and guidelines, while the ***Instructional Program*** features suggested activities, guidelines, and checklists necessary to implement the course.

FORMAT/COST: Manual, 111 pp., free; Teacher Guide, [700] pp., free

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: Gifted

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills

NOTE: For a complete list of titles in this series, see **Florida Challenge Grant Program for the Gifted** in the series index of this guide.

☐ TITLE: ***Florida VIEW***

DATE: 1989

AVAILABILITY: Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Self-Paced/Individualized; Index

CONTENT: The ***Florida VIEW*** (Vital Information for Education and Work) kit contains the following items: Career Black and Whites, which contains information on 630 occupations; the Post-Secondary Directory, which lists Florida colleges, universities, and vo-tech centers; Financial Aid Black and Whites, which lists over two thousand Florida sources of financial-aid awards and scholarships; the VIEW Interest Survey, which allows students to locate career clusters that match their needs; VIEW Career Books, which provide exercises in career exploration and planning; Career Field Listings, which list twenty-three broad career-cluster areas; and Career Awareness Sheets, on which students can record information about occupations as they go through the VIEW program.

FORMAT/COST: Evaluation Instrument, 4 pp.; Reference Material (4), 1–[700] pp.; Study Guide/Workbook, 27 pp.; Record Sheets, pad of 50; $225

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Designed for grades 9–12.

TITLE: ***Footsteps to the Future: Career Education Plan, K–12***

DATE: 1989

DEVELOPER: Broward County Public Schools

AVAILABILITY: Betty Talley, Coordinator
Career Education
Pompano Multipurpose Center
1400 NE 6th Street, Building J
Pompano Beach, FL 33060
(305) 786-7670

CONTENT: Activities for infusing career education into the K–12 curriculum. Includes the following areas: career awareness, academic preparation for work, self-awareness, decision making, and career planning.

FORMAT/COST: Teacher Guide, [500] pp., available on a cost-recovery basis

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

SERIES: **The Forgotten Half**

TITLE: ***Non-College Youth in America: An Interim Report on the School-to-Work Transition***

Pathways to Success for America's Youth and Young Families: Final Report

DATE: 1988

AVAILABILITY: The William T. Grant Foundation Commission on Work, Family and Citizenship
1001 Connecticut Avenue, NW, Suite 301
Washington, DC 20036-5541

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: Describes a study of the approximately twenty million sixteen-to-twenty-four-year-olds who are not likely to attend college. ***Non-College Youth in America*** contains an analysis of ways to improve the school-to-work transition—for example, monitored work experience, community service, and career counseling. ***Pathways to Success*** presents the facts and figures that represent the target group; explores problem areas and possible solutions; and offers specific recommendations for parents, communities, government, industry, and educators.

FORMAT/COST: Reports (2), 98–202 pp. each, $5 each

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

★ TITLE: ***From School to Work: A Cooperative Education Book***

DATE: 1987

AUTHOR: Littrell, J.J.

AVAILABILITY: Goodheart-Willcox
123 W Taft Drive
South Holland, IL 60473-2089
(800) 323-0440

CHARACTERISTICS: Glossary; Illustration/Graphics; Index; Objectives; Practice/Hands-on Activities; Practice Test

CONTENT: Designed specifically for use in cooperative-education classes to help students make smooth transitions from school to work. There are seven parts to the textbook. Part 1, Cooperative Education, contains three sections: Participating in Cooperative Education; What Your School Expects; and What Your Employer Expects. Part 2, Skills for Work, consists of four sections: Communicating on the Job; Math Skills; Looking Good on the Job; and Safety on the Job. Part 3, Career Planning, consists of four sections: Learning about Yourself; Learning about Careers; Researching Careers; and Making Career Decisions. Part 4, The Job Hunt, contains three sections: Applying for Jobs; Taking Pre-Employment Tests; and Interviewing for Jobs. Part 5, Job Satisfaction, consists of two sections: Succeeding on the Job and Succeeding in Our Economic System. Part 6, Consumer Responsibilities, consists of five units: Banking Service; Managing Cash and Credit; Insurance; Taxes and Social Security; and Legal Matters. The last part, Leaders and Followers, contains two sections: Leadership Skills and Participating in Meetings.

FORMAT/COST: Text, 320 pp., $19.96; Study Guide/Workbook, 128 pp., $5.20; Teacher Guide, 80 pp., $6

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9-12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Get Hired! Finding Job Opportunities***

SERIES: **Employability Skills Program**

DATE: 2nd ed., 1990

AUTHOR: Anema, Durlynn

AVAILABILITY: Janus Books
2501 Industrial Parkway West
Hayward, CA 94545
(415) 887-7070

CHARACTERISTICS: Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test

CONTENT: Divided into two sections. Part 1, Finding Employment, consists of four units: Know Your Local Job Market; Know What You Want to Do; Know Who Can Help You; and Talk Your Way into a Job. Part 2, Starting a Small Business, also contains four units: Making Something for Sale; Choosing a Business; Offering a Service; and Buying and Selling.

FORMAT/COST: Study Guide/Workbook, 86 pp.; Teacher Guide, 8 pp.; $4.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Get Ready, Get Set, Get a Job! Pre-Employment Activities for Grades 7–12***

DATE: 1984

DEVELOPER: Ohio State Department of Education, Division of Vocational Education

AVAILABILITY: ERIC Document Reproduction Service (EDRS)
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742

For a microfiche copy of this document, order ED295039 from FEIS.

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; Student Progress Charts

CONTENT: Unit titles are as follows: A Closer Look at Me; Choosing an Occupation; Men, Women, and Jobs; Vocabulary for Job Seekers; Seeking Employment; Direct Information; The Resume; The Application Form; Preparing for the Interview; Looking for a Part-Time Job; Keeping Your Job; Termination; and Personal Finances. Each unit contains learning activities that follow a standardized format: title of the unit, title of the activity, objective, procedures, suggested evaluation methods, career-development area addressed, resources for the activity, and student activity sheet.

FORMAT/COST: Teacher Guide, 88 pp., $7.76, mf $0.60

AUDIENCE: Students

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills

TITLE: ***Getting a Job***

DATE: 1984

DEVELOPER: Chinatown Resources Development Center

AVAILABILITY: Midwest Curriculum Coordination Center
1500 W 7th Avenue
Stillwater, OK 74074-4364
(405) 377-2000, Ext. 297

CHARACTERISTICS: Practice/Hands-on Activities; Practice Test

CONTENT: Contains chapters titled Resume Writing; Preparing a Resume, Workbook; Cover Letters; Applications; Want Ads; Interviews; and Job Market.

FORMAT/COST: Guide, 80 pp., Loan (4 weeks)

AUDIENCE: Students; Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Getting a Job: Process Kit***

DATE: 1987

AUTHOR: Zedlitz, Robert

AVAILABILITY: South-Western Publishing
5101 Madison Road
Cincinnati, OH 45227
(800) 543-7972

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; Kit with Materials for Resume, Application Preparation

CONTENT: This packet contains an instruction booklet that takes the user through a step-by-step process of job searching: (1) preparing the resume, (2) writing the cover letter, (3) completing the employment application, (4) finding job leads, (5) preparing for the interview, (6) having the interview, and (7) following up on the interview. A separate booklet provides blank forms that correspond to each step of the process (e.g., a general resume form, a specific resume form, a sample job application, etc.).

FORMAT/COST: Study Guide/Workbook, 29 pp.; Teacher Guide, 11 pp.; $4.60

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Getting Along on the Job: Interpersonal Work Skills***

DATE: 1988

AVAILABILITY: Human Relations Media
175 Tompkins Avenue
Pleasantville, NY 10570-9733
(800) 431-2050

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; References

CONTENT: Divided into two parts: Who's the Boss? and What a Team! Key topics include the following: developing positive work attitudes, being assertive on the job, handling employers' criticism, working as part of a team, dealing effectively with inappropriate behavior, working out interpersonal difficulties, and advancing on the job.

FORMAT/COST: Teacher Guide, 46 pp.; Videotape, 35 min., 1/2 in. VHS; $205

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Interacting with Others; Career Information

TITLE: ***Getting Ready: Decisions, Jobs, Careers***

DATE: 1989

AUTHOR: Jones, Richard D.

AVAILABILITY: Delmar Publishers
2 Computer Drive W, Box 15-015
Albany, NY 12212
(800) 347-7707

CHARACTERISTICS: Glossary; Illustration/Graphics; Index

CONTENT: Module 1, The Working Citizen, covers topics such as work attitudes, personal strengths, interests, and goals; and preparing for work. Module 2, Personal Resource Management, covers topics such as time management, relationships, finances, education, and health. Module 3, Human Relations and Decision Making, covers topics such as personality, change, conflict, decision making and problem solving. Module 4, The Economics of Work, covers topics such as business organization and economic systems.

FORMAT/COST: Study Guide/Workbook, 184 pp., $8.95; Teacher Guide, 144 pp., $10; Textbook, 420 pp., $23.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Developmental Stages in Decision Making; Jobs and Needs of Society; Planning and Decision Skills

TITLE: ***Getting the Job You Really Want***

DATE: 1988

AUTHOR: Farr, J. Michael

PUBLISHER: JIST Works

AVAILABILITY: The New Careers Center
1515 23rd Street
P.O. Box 297-KR
Boulder, CO 80306
(800) 634-9024

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; Practice Test

CONTENT: These materials address the following topics: preparing for career growth; developing your skills language (talking about areas in which you have skills); selecting a job objective, following leads, and making contact; doing well in an interview; selecting information for a resume; organizing your job search; and learning new-job survival skills.

FORMAT/COST: Study Guide/Workbook, 138 pp., $7.95; Teacher Guide, 61 pp., $12.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Got a Job Interview? Learn the Skills***

DATE: 1988

AVAILABILITY: Pleasantville Media
Suite HW, P.O. Box 415
Pleasantville, NY 10570
(800) 431-2434

CHARACTERISTICS: Objectives; References

CONTENT: Key topics include interviewing skills, self-assessment, job exploration, decision making, self-marketing, essential verbal and nonverbal skills, and grooming and appearance.

FORMAT/COST: Teacher Guide, 21 pp.; Videotape, 28 min., 1/2 in. VHS; $185

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Group Career Counseling: Principles and Practices***

DATE: 1986

AUTHOR: Pyle, K. R.

PUBLISHER: ERIC Counseling and Personnel Services Clearinghouse

AVAILABILITY: ERIC Document Reproduction Service (EDRS)
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742

For a microfiche copy of this document, order ED277937 from FEIS.

CHARACTERISTICS: References

CONTENT: Chapter titles are as follows: Group Career Counseling: What, Why, and How? Stages, Goals and Skills; Approaches and Methods; The Future: What Are the Possibilities for Group Career Counseling?

FORMAT/COST: Guide, 68 pp., $5.82, microfiche $0.60

AUDIENCE: Counselors

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Group Guidance Activities for Alabama Elementary Schools (K–6)***

DATE: 1987

AVAILABILITY: Alabama State Department of Education
Counseling and Career Guidance Section
Gordon Persons Building, Room 3318
50 N Ripley Street
Montgomery, AL 36130
(205) 242-8049

CONTENT: Teaches concepts based upon essential skills for students included in the *Guidance and Counseling State Plan for Excellence in Alabama Schools*. The activities focus on skills for learning to live (personal/social skills), learning to learn (educational skills), and learning to earn a living (career/vocational skills). The activities, broken down by grade, are based upon the developmental needs of children at each level.

FORMAT/COST: Teacher Guide, 100 pp., free

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Intended for group use. Requires little preparation and few outside resources.

TITLE: ***Group Interest Sort***

DATE: 1987

DEVELOPER: The National Center for Research in Vocational Education

AVAILABILITY: Southern Media
P.O. Box 1107
Ocala, FL 32678
(904) 732-2945

CHARACTERISTICS: Instructor Record Sheets(s); Glossary; Illustration/Graphics; References

CONTENT: Consists of fifty questions, each of which relates to a work activity and is represented visually on both the videotape and the software. Students indicate whether they like or dislike each activity, then score their own responses. The result is a list of ten interest areas ranked by student interest. For each interest area, four work activities and four worker-trait groups are given for further research. The accompanying Educational Plan disk offers each school the opportunity to customize its local course offerings, resources, and employers.

FORMAT/COST: Answer Booklet, 2 pp.; Audiocassette, 1; Computer Software, 5 disks; Manual, [234] pp.; Videotape, VHS; $295 a set (either software or videotape version)

AUDIENCE: Counselors; Special-Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Physically Impaired; Speech and Language Impaired; ESL; EMH; Emotionally Handicapped

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Planning and Decision Skills

NOTE: Self-scorable. Approximate time: 30–40 minutes. Publisher's estimated reading level: grade 3.5. The computer version is designed for individual use, the videotape version for group use.

TITLE: ***Growing towards Independence***

DATE: 1986

AVAILABILITY: Bayonne Board of Education
Avenue A & 29th Street
Bayonne, NJ 07002
ATTN: Dr. Lois McGuire
(201) 858-5847

CHARACTERISTICS: Illustration/Graphics

CONTENT: Provides activities in the following areas: self-awareness, survival skills, and career awareness.

FORMAT/COST: Teacher Guide, 60 pp., free

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; ESL; Emotionally Handicapped

GRADE LEVEL: Elementary School (K–6); Middle School (6–8)

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Career Information

☐ TITLE: ***Guidance and Counseling for the Gifted: Reference Manual***

SERIES: **Florida Challenge Grant Program for the Gifted**

DATE: 1986

DEVELOPER: Broward County School District

AVAILABILITY: Department of Education
Bureau of Education for Exceptional Students
Clearinghouse/Information Center
Florida Education Center, Suite 628
Tallahassee, FL 32399-0400
(904) 488-1879

Curriculum Specialist/Gifted
Exceptional Student Education
Broward County School District
1400 NE 6th Street
Pompano Beach, FL 33060
(305) 786-7724

CONTENT: A collection of articles on all aspects of gifted education, including three articles that present models for gifted career education.

FORMAT/COST: Reference Material, 367 pp., free

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: Gifted

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: For a complete list of titles in this series, see **Florida Challenge Grant Program for the Gifted** in the series index of this guide.

TITLE: ***Guide for Occupational Exploration (GOE)***

DATE: 2nd ed., 1984

AUTHOR: Harrington, Thomas F.; O'Shea, Arthur J., eds.

AVAILABILITY: American Guidance Service
P.O. Box 99
Circle Pines, MN 55014-1796
(800) 328-2560

CHARACTERISTICS: Illustration/Graphics; Index; References

CONTENT: The only complete listing of the twelve thousand occupations that represent all the workers in the United States. In addition to outlining the personal characteristics, skills, education, training, and certifications that are described for each occupation, the GOE has a special section that lists jobs that complement an individual's work values, interests, preferred school subjects, and military work experience.

FORMAT/COST: Reference Material, 984 pp., $27.50

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

TITLE: ***A Guide for Planning and Developing Guidance and Counseling Programs in Virginia's Public Schools***

DATE: 1983

AVAILABILITY: Commonwealth of Virginia
Department of Education
Division of Special Education Programs and Pupil Personnel Services
Guidance Service
P.O. Box 60
Richmond, VA 23216-2060
ATTN: Rebecca Dedmond
(804) 225-2071

CHARACTERISTICS: References

CONTENT: Chapter titles include the following: Goals and Objectives of Public School Guidance and Counseling Programs (for elementary, middle, and secondary schools); Program Development and Implementation; Guidance Program Development Checklist; Programmatic Conditions and Functions; Other Personnel Having Responsibility for Guidance Program.

FORMAT/COST: Guide, 42 pp., $2

AUDIENCE: Counselors; Teacher Educators; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: Also see separate entries for supplements: ***Career Guidance and Counseling*** and ***Counseling with Gifted Students.***

TITLE: ***The Guilford-Zimmerman Interest Inventory***

DATE: 1963

AUTHOR: Guilford, Joan S.; Zimmerman, Wayne S.

AVAILABILITY: Consulting Psychologists Press
577 College Avenue
Palo Alto, CA 94306-1490
(800) 624-1765

CONTENT: Consists of 150 items on which participants rate their levels of interest. Responses are scored on ten scales: mechanical, natural, aesthetic, service, clerical, mercantile, leadership, literary, scientific, and creative.

FORMAT/COST: Answer Booklet, 1 pp., $25 (pkg. of 25); Evaluation Instrument, 4 pp., $12.50 (pkg. of 25); Manual, 6 pp., $10; Report Form, 1 pp., $18.75 (pkg. of 25); $12 Specimen Set (includes 1 of each item)

AUDIENCE: Counselors; Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Planning and Decision Skills

NOTE: Approximate time: 20 minutes. Self-scoring.

TITLE: ***Handbook for Rural Students: Finding Employment and Adjusting to Urban Areas***

DATE: Rev. ed., 1985

AUTHOR: Vaughn, D. Lanette; Vaughn, Paul R.

AVAILABILITY: ERIC Document Reproduction Service (EDRS)
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742

For a microfiche copy of this document, order ED276536 from FEIS.

CHARACTERISTICS: Practice/Hands-on Activities; Practice Test

CONTENT: Key topics include self-assessment; exploring jobs and careers; getting a job; starting your own business; keeping and succeeding at a job; adjusting to working; and living in an urban area.

FORMAT/COST: Study Guide/Workbook, 195 pp., $15.52, mf $1.80

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills

TITLE: ***Handbook of Career Planning for Special Needs Students***

DATE: 1982

AUTHOR: Harrington, Thomas F

AVAILABILITY: Pro-Ed
8700 Shoal Creek Boulevard
Austin, TX 78758-6897
(512) 451-3246

CHARACTERISTICS: Illustration/Graphics; Index; References

CONTENT: Chapters cover the following topics: developing career plans; the employability plan and occupational information resources; hiring issues and job placement; the disabled population; unique career-development issues for the cognitively impaired, the visually impaired, the physically impaired, the hearing impaired, the multihandicapped, and the mentally troubled; developing communications skills; working with families through intentional family interviewing; issues in pursuing a postsecondary education; program planning; and planning an individual vocational development program.

FORMAT/COST: Guide, 364 pp., $31

AUDIENCE: Counselors

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired; EMH; TMH; Emotionally Handicapped

BLUEPRINT LEVEL: Professional Career Education Materials

COMPETENCY AREA: Career Information; Planning and Decision Skills

SERIES: **Handbook of Vocational Psychology**

TITLE: ***Volume 1, Foundations***

Volume 2, Applications

DATE: 1983

AUTHOR: Walsh, W. Bruce; Osipow, Samuel H., eds.

AVAILABILITY: Lawrence Erlbaum Associates
365 Broadway
Hillsdale, NJ 07642
(201) 666-4110

CHARACTERISTICS: Index; References

CONTENT: Chapter titles include the following: Assessment; Career Counseling Techniques; Career Search, Selection, and Entry; The Outcomes of Vocational Intervention; Vocational Psychology in Industrial Settings; Work Ethics and Satisfaction, Alienation, and Other Reactions; Vocational Rehabilitation and Its Relationship to Vocational Psychology.

FORMAT/COST: Reference Material (2), 272–384 pp. each, $29.95–39.95 each; $59.95 a set

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***The Harrington-O'Shea Career Decision-Making System***

DATE: 1985

AUTHOR: Harrington, Thomas F., O'Shea, Arthur J.

PUBLISHER: Career Planning Associates

AVAILABILITY: American Guidance Service
Publishers' Building
Circle Pines, MN 55014-1796
(800) 328-2560

CHARACTERISTICS: Self-Paced/Individualized

CONTENT: Lets the user evaluate his or her abilities, job values, future plans for education, school-subject preferences, and interests. The user can select from three report options: a Summary Profile, a Brief Interpretive Report (which includes the Summary Profile, career clusters, DOT job titles, and Labor Department forecasts), or a Comprehensive Interpretive Report (which consists of the preceding report plus information such as job duties associated with each career cluster).

FORMAT/COST: Computer Software, 3 disks; Interpretive Folders (50); Manual, 4 pp.; $165 a set

SYS REQ: Apple II+, IIe, 5 1/4 in.

AUDIENCE: Counselors; Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills

NOTE: Also available in a print format, which offers a Spanish language version.

SERIES: **Hernando County District Schools Curriculum Guide**

☐ TITLE: ***Central High School***

Hernando High School

Springstead High School

DATE: 1989

AVAILABILITY: School Board of Hernando County
919 N Broad Street
Brooksville, FL 34601
ATTN: Mr. John Tucker, Supervisor of High School Education
(904) 796-6761

CONTENT: Hernando County has presented each of its high schools with a curriculum guide for implementing its career-cluster program. The program consists of fifteen clusters approved by the U.S. Department of Education. Each cluster contains three levels—professional, technical, and nontechnical—with the exception of Personal Services, which contains only technical and nontech-

nical. Students entering the ninth grade are asked to select a career cluster and a level within the chosen cluster. Their courses are then selected in light of the clusters/levels to help them achieve their career goals and meet future educational requirements. The curriculum guides include cluster course schedules and course-description sections.

FORMAT/COST: Curriculum Guides (3), 82–83 pp. each, free

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

TITLE: ***Home and Career Skills: Grades 7 and 8***

DATE: 1986

AVAILABILITY: Bureau of Home Economics/Technology Education Programs
New York State Education Department
1 Commerce Plaza
Albany, NY 12234
(518) 474-3954

CHARACTERISTICS: Competency-Based; Glossary; Objectives; Units of Instruction

CONTENT: Provides overviews of the following modules: Module H-1—Process Skills: How Do I Decide? How Do I Solve Problems? How Do I Manage? Module H-2—Personal Development: What Makes Me, Me? How Do I Relate to Others? Module H-3—Personal and Family Resource Management: How Can I Be a Responsible Consumer? How Can I Make Money Work for Me? How Do I Choose What to Eat? How Do Clothing Decisions Affect Me? What Will I Do with My Living Space? Module H-4—Career Planning: What Does Working Mean to Me? What Kind of Work Can I Do? Can I Make Working Work for Me?

FORMAT/COST: Curriculum Guide, 86 pp., free

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Planning and Decision Skills

TITLE: ***How to Find a Job: A Job Preparation Booklet***

DATE: 1986

AUTHOR: Sotelo, Leticia; Hurtado, Esther Soto

AVAILABILITY: Midwest Curriculum Coordination Center
1500 W 7th Avenue
Stillwater, OK 74074-4364
(405) 377-2000, Ext. 297

CHARACTERISTICS: Practice/Hands-on Activities

CONTENT: Contains sections on skills assessment; the job search, the resume, and the cover letter; the interview; the preemployment examination; job retention; and employee rights.

FORMAT/COST: Study Guide/Workbook, 148 pp., Loan (4 weeks)

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***How to Get a Job and Keep It***

DATE: 1990

AUTHOR: Goble, Dorothy Y.

AVAILABILITY: Steck-Vaughn Company
P.O. Box 26015
Austin, TX 78755
(800) 531-5015

CHARACTERISTICS: Glossary; Illustration/Graphics; Practice/Hands-on Activities; Practice Test

CONTENT: Consists of eight units: Planning to Get a Job (Social Security, personal information, finding job information, using the ***Dictionary of Occupational Titles*** and the ***Occupational Outlook Handbook***); Finding a Job (want ads; use of the telephone and the *Yellow Pages*); Completing the Job Application; Interviewing for the Job; Taking Vocational Tests; Working on the Job (your first day, figuring wages, tax and Social Security withholdings, employer-employee rights and responsibilities); Succeeding at Your Job (job loss, promotions/advancements); and Changing Your Job (performance evaluations, letters of resignation, letters of recommendation, planning for the future).

FORMAT/COST: Study Guide/Workbook, 92 pp., $5.80

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Publisher's estimated reading level, grades 5–6. Appropriate for use with secondary students and adults with limited reading abilities.

TITLE: ***How to Have a Winning Job Interview***

DATE: 1987

AUTHOR: Bloch, Deborah Perlmutter

AVAILABILITY: VGM Career Horizons/National Textbook Company
4255 W Touhy Avenue
Lincolnwood, IL 60646-1975
(800) 323-4900

CHARACTERISTICS: Practice/Hands-on Activities; Practice Test; References

CONTENT: Divided into three sections: Section I, Before the Interview, consists of five chapters: Understanding the Purpose of Interviews; Getting the Interview; Preparing Your Brain; Preparing Your Body; and Preparing Your Emotions. Section II, During the Interview, consists of four chapters: What to Expect; Giving Winning Answers; Asking Winning Questions; and Winning the Interview. Section III, After the Interview, consists of two chapters: Maintaining Interest and Experience Is the Best Teacher.

FORMAT/COST: Study Guide/Workbook, 118 pp., $6.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***How to Help Your Teenager Find the Right Career***

DATE: 1988

AUTHOR: Shields, Charles J.

AVAILABILITY: The College Board
P.O. Box 886
New York, NY 10101-0886
(800) 257-5755

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: Chapter titles include the following: All about Career Planning; How the Career Journey Begins; A Closer Look at Your Child; Helping to Explore Your Child's Interests; How Labor Market Trends Will Affect Your Child; How to Help Your Child Explore Careers; Creative Ways for Your Child to Find Career Directions; Getting the Most Out of a First Job; Opportunities for Self-Knowledge through Additional Education; and Where to Get More Information about Careers.

FORMAT/COST: Guide, 206 pp., $12.95

AUDIENCE: Parents

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills

TITLE: ***How to Look Good to an Employer***

DATE: 1987

AUTHOR: Anthony, Rebecca; Roe, Gerald

AVAILABILITY: Fearon Education/David S. Lake
500 Harbor Boulevard
Belmont, CA 94002
(415) 592-7810

CHARACTERISTICS: Glossary; Illustration/Graphics; Index; Practice/Hands-on Activities; Practice Test

CONTENT: Contains six chapters: Planning to Look Good (self-assessment, career planning); Looking Good on Paper (resume writing and samples); More Chances to Look Good on Paper (applications, letter writing, and samples); Looking Good at Interviews (grooming, documentation/papers needed, follow-up, job offers); Overcoming Obstacles (job loss, special-needs workers, workers with criminal records); and Where to Look for Jobs (want ads, job boards, employment agencies, school placement offices, personnel departments, personal contacts).

FORMAT/COST: Teacher Guide, 18 pp., $3.; Text, 115 pp., $7.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

SERIES: **Human Development Program**

TITLE: ***Preschool/Kindergarten, Activity Guide***

Level I, Activity Guide (Grade 1)

Level II, Activity Guide (Grade 2)

Level III, Activity Guide (Grade 3)

Level IV, Activity Guide (Grade 4)

Level V, Activity Guide (Grade 5)

Level VI, Activity Guide (Grade 6)

Developmental Profiles

Grounds for Growth: The Human Development Program's Comprehensive Theory

Supplementary Idea Guide

DATE: 1989–1990

AUTHOR: Palomares, Uvaldo H.; Ball, Geraldine; Fearn, Leif; McCabe, Robert E.

AVAILABILITY: Magic Circle Publishing Company
P.O. Box 1577
Spring Valley, CA 92077
(619) 670-6654

CHARACTERISTICS: Objectives; Units of Instruction; Practice/Hands-on Activities; Student Progress Chart(s); References

CONTENT: Integrates basic skills and affective education through group interaction. ***Grounds for Growth*** presents the theory that supports the Magic Circle program and provides a description of the developmental tasks that characterize each stage in the human life cycle. The ***Supplementary Idea Guide*** reviews self-concept research, discusses skills essential for Magic Circles, and suggests ways the program can be used and evaluated. The activity guides are organized into units in the areas of awareness, mastery, and social interaction. Each unit contains a series of topics, such as giving and getting approval, and suggested activities that provide a basis for topic exploration. ***Developmental Profiles*** allows teachers to evaluate student progress using six behaviorally descriptive rating scales.

FORMAT/COST: Evaluation Instrument, 2 pp., $5.95 (set of 30); Reference Material, 199 pp., $14.95; Teacher Guides (8), 134–214 pp. each, $9.95–14.95 each; $42.95 a set, each grade level; $105.95 a set, all grade levels

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making

TITLE: ***Human Relations at Work***

DATE: 1987

AUTHOR: Eggland, Steven A.; Williams, John W.

AVAILABILITY: South-Western Publishing
5101 Madison Road
Cincinnati, OH 45227
(800) 543-7972

CHARACTERISTICS: Illustration/Graphics; Index; Objectives; Practice/Hands-on Activities; Practice Test

CONTENT: Chapter titles in this set of materials are as follows: Understanding Human Relations, Self-Understanding, Human Relations with Co-Workers, Human Relations with

Employers, Human Relations with Customers, and Human Relations and Communication.

FORMAT/COST: Module/LAP, 63 pp., $3.40; Study Guide/Workbook, 212 pp.; Teacher Guide, 91 pp., $8.35

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Jobs and Needs of Society

TITLE: ***IDEAS: Interest Determination, Exploration, and Assessment System***

DATE: 1983

AUTHOR: Johansson, Charles B.

AVAILABILITY: National Computer Systems
Professional Assessment Services
P.O. Box 1416
Minneapolis, MN 55440
(800) 328-6759

CONTENT: Measures student interest in the following occupational categories: mechanical/fixing, electronics, nature/outdoors, science, numbers, writing, arts/crafts, social science, child care, medical service, business sales, office practices, and food service.

FORMAT/COST: Evaluation Instrument, 11 pp., $16–19 (pkg of 25); Manual, 12 pp., $2.75; $3.50 Specimen Set (includes 1 manual and 1 test booklet)

AUDIENCE: Counselors; Students

GRADE LEVEL: Middle School (6–8), Secondary Education (9–12)

PRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills

NOTE: Self-scoring. Publisher's estimated reading level: grade 6.

TITLE: ***"I Don't Know What to Do": Decision-Making Skills***

DATE: 1988

AVAILABILITY: Guidance Associates
Communications Park, Box 3000
Mount Kisco, NY 10549
(800) 431-1242

CHARACTERISTICS: Objectives; Practice/Hands-on Activities

CONTENT: The objectives of this video program are to show how the development of good decision-making skills can help students solve problems; to define decision-making skills and show how they can be used effectively in everyday situations; to show that many decisions involve not only rational considerations but the individual's personal values as well; and to show how the principles of critical thinking can be applied to common problem-solving and practical decision-making situations.

FORMAT/COST: Teacher Guide, 18 pp.; Videotape, 45 min., 1/2 in. VHS; $209

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

TITLE: ***Improving the Communications, Mathematics, and Science Competencies of Students Enrolled in Vocational Courses: A Report on the Second Annual Staff Development Conference of the SREB-State Vocational Education Consortium***

DATE: 1989

AUTHOR: Bottoms, Gene; Korcheck, Stephanie A.

AVAILABILITY: Southern Regional Education Board
592 10th Street NW
Atlanta, GA 30318-5790

CONTENT: Chapter titles include the following: Raising Expectations for Students Pursuing Vocational Studies; Increasing the Percentage of Vocational Students Who Complete Higher-Level Academic Courses; Emphasizing Increased Academic Content in Vocational Courses and Applied Learning Activities in Academic Courses; Advancing Basic Competencies through Career Guidance and Remedial Studies; Staff Development for Vocational and Non-Vocational Teachers; Evaluation and Assessment Plan; and Linking Vocational and Academic Education.

FORMAT/COST: Guide, 33 pp., $5

AUDIENCE: Teacher Educators; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

COMPETENCY AREA: Achievement and Career Opportunities

TITLE: ***Improving Your Self-Concept***

DATE: 1986

PUBLISHER: Microcomputer Educational Programs

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Illustration/Graphics; Objectives; References

CONTENT: An interactive assessment of students' strengths, weaknesses, likes, dislikes, and roles. Has five program segments: A. Friends, B. School, C. I Can . . . , D. Family, and E. Dreams.

FORMAT/COST: Computer Software, 2 disks; Teacher Guide, 12 pp.

SYS REQ: Apple II Family (48k), 5 1/4 in.; IBM PC, XT, AT (256k), 3 1/2 in. or 5 1/4 in., with Hercules graphics card

AUDIENCE: Special-Needs Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; ESL; Emotionally Handicapped

GRADE LEVEL: Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept

NOTE: Publisher's estimated reading level: grades 3–4.

TITLE: ***Innerchange: A Journey into Self-Learning through Group Interaction***

SERIES: **Human Development Program**

DATE: 1985

AUTHOR: Ball, Geraldine

AVAILABILITY: Magic Circle Publishing Company
P.O. Box 1577
Spring Valley, CA 92077
(619) 670-6654

CHARACTERISTICS: Illustration/Graphics; Objectives; Units of Instruction; Practice/Hands-on Activities; References

CONTENT: Contains hundreds of discussion topics compiled into over forty separate units. Each unit treats one area of investigation, with titles such as Looking at My Many Selves, Decision-Making, Responsibility, Communications, and Conflict Management. These topics are explored by group discussion and by the worksheets, which offer stories, checklists, exercises, and resource information.

FORMAT/COST: Study Guide/Workbook, [250] pp.; Teacher Guide, 112 pp.; Instructional Units (41–44), $195 a set, each version; $42.95 Starter Set, each version (includes Leader's Manual, 6 Instructional Units, and 6 Student Experience Sheets)

AUDIENCE: Special-Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired; Gifted

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making; Planning and Decision Skills; Life Roles and Careers

NOTE: Available in two versions: junior high and senior high. Workbooks are blackline masters. For a complete list of titles in this series, see **Human Development Program** in the series index of this guide.

TITLE: ***Interest Based Career Decision Test (IBCD)***

DATE: 1989

PUBLISHER: Educational Technologies

AVAILABILITY: D.C. Jaeger Corporation
135 N. Knowles Avenue
Winter Park, FL 32789
(407) 645-1500

CONTENT: A 200-item A-V or paper-pencil survey that assesses an individual's activity preferences (likes and dislikes). Using a four-point scale, the individual responds to a picture inventory with simple-to-understand activity statements. The program compares the individual's interest profile to job-requirement profiles in the sixty-six occupational families of the ***Guide for Occupational Exploration*** (GOE). A one-page report indicates the interest patterns of eleven major interest groups of the GOE, gives an interest match score to all sixty-six GOE occupational families, selects the strongest two occupational family recommendations, and for each provides a description of activities, typical education, occupational outlook, DOT code, and a total of up to twelve typical job titles.

FORMAT/COST: Answer Booklet, 2 pp., $3–4 each; Evaluation Instrument, 23 pp., $20 each; Manual, 107 pp., $50

AUDIENCE: Students

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concepts; Planning and Decision Skills

NOTE: Approximate time: 40 minutes. May be scored on-site by computer (IBM scoring package may be purchased for $398) or off-site by publisher.

TITLE: ***Introduction to Connections***

SERIES: **Connections: School and Work Transitions**

DATE: 1987

AVAILABILITY: Center on Education and Training for Employment
Ohio State University
1960 Kenny Road
Columbus, OH 43210-1090
(614) 486-3655

CONTENT: Presents background information and the philosophy for and describes the components of the series **Connections: School and Work Transitions.**

FORMAT/COST: Videotape, 15 min., 1/2 in. VHS, $25

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: Also included in this series is **The Connector's Guide**, a program-implementation guide designed for use with each component in the series. See separate entry for this item. For a complete list of titles in this series, see **Connections: School and Work Transitions** in the series index of this guide.

SERIES: **Introduction to Occupations**

TITLE: ***Human Relations/Decision Making***

Introduction to the Economics of Work

Working Citizen/Personal Resource Management

DATE: 1986

AVAILABILITY: New York State Education Department
Office of Occupational and Continuing Education
Division of Occupational Education Programs
Albany, NY 12234
(518) 474-4806

CHARACTERISTICS: Objectives; Units

CONTENT: Provides content outlines (performance objectives/competencies and suggested instructional strategies) for topics presented in the chapters of each guide, as follows:
Introduction to the Economics of Work—

Nature of Economics, Economic Concepts, Economic Barometers, The Production System, The Market System, Rights and Responsibilities of Business Organizations, Economic Activities of Business Organizations, The Changing Economy, Government's Role in the Economy, and Taxation. ***Human Relations/Decision Making***—Human Behavior and Interpersonal Relations, Personal Characteristics and Interrelationships, Decision Making/Problem Solving, Change and Conflict, and Suggestions for Students with Special Needs. ***Working Citizen/Personal Resource Management***—Business in Today's Society, Employment: A Personal Perspective, On the Job, The Job-Selection Process, Your Resources and Your Life, Management of Human Resources, and Management of Economic Resources. Each guide also contains a brief overview that presents the guide's overall objectives and provisions for using the materials with special-needs populations.

FORMAT/COST: Teacher Guides, 17–57 pp. each; free

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Physically Impaired; Speech and Language Impaired; EMH; Emotionally Handicapped

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Interacting with Others; Jobs and Needs of Society; Planning and Decision Skills

NOTE: These three items are from a series of twenty-seven modules that deal with occupational education. For other items in the series, which are beyond the scope of this guide, contact the above-referenced source of availability.

☐ TITLE: ***It's a New World***

DATE: 1989

AVAILABILITY: ACE Distribution Service
c/o Kansas Careers
College of Education
Kansas State University
Manhattan, KS 66506
(913) 532-6540

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities

CONTENT: Presents interviews with professionals in high-demand occupations to highlight the importance of a solid educational background in math and science. The guide offers the following activities to further emphasize the connection: Describing an Occupation; Testing Yourself about Math and Science Careers; Interviewing for Occupational Information; Hearing about Occupations in Your Community; Preparing for Education and Training; Tracing the Role of Math and Science Occupations in Careers; Understanding the Effects of Changing Technologies; Presenting Minority Success Stories; Overcoming Career Obstacles; Recognizing Occupational Stereotypes; and Charting a Career Path. Also included are the National Career Guidance and Counseling Guidelines: Middle/Junior High School.

FORMAT/COST: Teacher Guide, 55 pp.; Videotape, VHS, 37 min.; $89 a set

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Career Information; Planning and Decision Skills; Life Roles and Careers

☐ TITLE: ***It's Your Career, Plan It!***

DATE: 1986

AVAILABILITY: Dade County Public Schools
Division of Student Services
1450 NE 2nd Avenue, Room 733
Miami, FL 33132
(305) 995-1745

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; Pretest/Posttest Materials; Needs-Assessment Survey

CONTENT: Key topics addressed are self-awareness, work values, decision making, employability skills, career awareness, and career planning.

FORMAT/COST: Study Guide/Workbook, 129 pp., $4; Teacher Guide, 202 pp., $6.50

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills

☐ TITLE: ***It's Your Future: A Guide to Help You Plan***

DATE: 1988

AVAILABILITY: Student Services Section
Bureau of Program Support Services
Division of Public Schools
Florida Department of Education
844 Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-5270

CHARACTERISTICS: Illustration/Graphics

CONTENT: Outlines Florida high-school-graduation requirements and types of postsecondary financial aid and scholarships, lists job-information resources and considerations for those selecting a college or university, and offers career-planning suggestions for each grade level.

FORMAT/COST: Guide, 18 pp., free

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***It's Your Future! Catalyst's Career Guide for High School Girls***

DATE: 1984

PUBLISHER: Peterson's Guides

AVAILABILITY: Paperbacks for Educators
426 W Front Street
Washington, MO 63090
(800) 227-2591

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: Covers self-assessment, women and work, career planning, and job hunting

FORMAT/COST: Guide, 326 pp., $9.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills

TITLE: ***I've Got Me and I'm Glad***

DATE: Rev. ed., 1989

AUTHOR: Farnette, Cherrie; Forte, Imogene; Loss, Barbara

PUBLISHER: Incentive Publications

AVAILABILITY: Paperbacks for Educators
426 W Front Street
Washington, MO 63090
(800) 227-2591

CHARACTERISTICS: Illustration/Graphics

CONTENT: Contains activities which promote self-awareness and understanding of others and help develop decision-making and problem-solving skills. A sampling of the chapter titles follows: Self-Collage, Word Portrait, Emotional Crosswords, Prized People, Getting to Know You, Meeting People, Goals Galore, Ladders to Success, and Filling the Work Bill.

FORMAT/COST: Teacher Guide, 80 pp., $6.95

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Planning and Decision Skills

NOTE: Contains reproducible activity pages. Designed for grades 4–7

TITLE: ***I Want a Job***

DATE: 1988

AUTHOR: Hudson, Margaret W.; Major, Ann Weaver

PUBLISHER: Richards Publishing Company

AVAILABILITY: Pendergrass Publishing Company
P.O. Box 66
Phoenix, NY 13135
(315) 695-7261

CHARACTERISTICS: Illustration/Graphics

CONTENT: Chapter titles are Getting a Job; Getting My Social Security Card; Finding Out about Jobs; Applying for a Job; Having an Interview; Getting a Work Permit; and Keeping My Job.

FORMAT/COST: Module/LAP, 59 pp., $3.75

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information

NOTE: Publisher's estimated reading level: grade 4

TITLE: ***The Job Box***

DATE: 2nd ed., 1985

PUBLISHER: Fearon Education

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: Each of the fifty-six booklets describes an entry-level job that can be successfully performed by a person who reads at the second- or third-grade level. They tell what knowledge and training is required, where the jobs are usually located, what the duties are, what wages to expect, and how to get more detailed information. They encourage the completion of high school.

FORMAT/COST: Study Guides/Workbooks, 56, 8 pp. each; Teacher Guide, 8 pp., $93 (comes in display box)

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Achievement and Career Opportunities

NOTE: Publisher's estimated reading level: grades 2–3

TITLE: ***Job Application File***

SERIES: **Employability Skills Program**

DATE: 4th ed., 1987

AUTHOR: Kahn, Charles; Jew, Wing; Tong, Robert

AVAILABILITY: Janus Books
2501 Industrial Parkway West
Hayward, CA 94545
(415) 887-7070

CHARACTERISTICS: Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test

CONTENT: Covers the following topics regarding job applications: personal and educational information; paid and unpaid work experience; personal references; printing neatly and signing papers; papers needed by an applicant; and applying for a job by mail. Also provides eight sample job applications.

FORMAT/COST: Study Guide/Workbook, 64 pp.; Teacher Guide, 4 pp., $4.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***The Job Box Worksheets***

DATE: 2nd ed., 1985

AUTHOR: King, Carol L.

PUBLISHER: Fearon Education

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Practice/Hands-on Activities

CONTENT: Follow-up activities (to be used with ***The Job Box***), which help students to broaden their understanding of the workplace and, at the same time, improve their reading comprehension, writing skills, and vocabulary. Activities include vocabulary quizzes, cloze technique comprehension checks, key words in context, job simulations, crossword puzzles, word games, and more.

FORMAT/COST: Transparencies/Masters, 60 pp., $12

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

NOTE: Publisher's estimated reading level: grades 2–3.

★ TITLE: ***Job Finding Fast***

DATE: Rev. ed., 1990

AUTHOR: Farr, J. Michael

AVAILABILITY: Glencoe
15319 Chatsworth Street
Mission Hills, CA 91395-9509
(800) 257-5755

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; References

CONTENT: Presents a detailed description of one approach to the job-search process. The first section discusses ways to identify and organize skills, determine job preferences, and refine job objectives. The second section focuses on the various types of interviews and interviewers, ways to handle difficult questions or people, and methods for deciding on which job offers to accept and which to decline. Also includes a brief section on resume and business-letter writing.

FORMAT/COST: Study Guide/Workbook, 272 pp., $9.75; Teacher Guide, 80 pp., $6

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Job Handbook: Suggestions to Help You Find and Keep a Job***

DATE: 1988

AUTHOR: Baer, Barbara

AVAILABILITY: KECCO
6020-C Highway 9
P.O. Box 2
Felton, CA 95018
(408) 335-7961

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Chapter titles in this booklet are Getting Started (collecting personal information, writing your resume, gathering references, selling yourself on an application, etc.); Finding a Job (using a telephone checklist, talking with workers about careers); Starting a New Job (things new employees should know, work permits, salaries/pay); and Keeping a Job (evaluations, performance reviews).

FORMAT/COST: Guide, 29 pp., $25 (for minimum purchase of 25 copies)

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8), Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

TITLE: ***Job Interview Guide***

SERIES: **Employability Skills Programs**

DATE: 3rd ed., 1989

AUTHOR: Livingstone, Arnold

AVAILABILITY: Janus Books
2501 Industrial Parkway West
Hayward, CA 94545
(415) 887-7070

CHARACTERISTICS: Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test

CONTENT: Key topics include the following: preparing yourself for an interview (grooming, clothing, and bringing items to an interview); making good first impressions; listening and answering questions; and closing the interview. Also contains sixteen sample interviews for a wide variety of jobs (e.g., cannery worker, hospital attendant, forestry worker, etc.).

FORMAT/COST: Study Guide/Workbook, 80 pp.; Teacher Guide, 8 pp.; $4.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Job Interview PracticePak***

SERIES: **Employability Skills Program**

DATE: 1989

AUTHOR: Jew, Wing; Tong, Robert; Lefkowitz, William; Kimeldorf, Martin

AVAILABILITY: Janus Books
2501 Industrial Parkway West
Hayward, CA 94545
(415) 887-7070

CHARACTERISTICS: Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test; Pretest/Posttest Materials; Student Progress Chart(s); References

CONTENT: This resource packet consists of three components—lessons, forms, and interview cards—designed to assist teachers in conducting job-interview training. The lessons address such topics as the traits interviewers look for; things that do not impress interviewers; the importance of grooming and appearance; fifteen questions often asked by employers; and questions that should be asked by interviewees. The forms have these titles: Survey of Employer Expectations; Employer Research Form; Interview Rating Form; Applicant Rating Record;

Job Application Information Form; Employment Application; Checklist for Interview Readiness; Student Progress Record; and Certificate of Achievement. The interview cards provide sample interview questions for thirty different jobs (oil-field worker, clerk-typist, day-care-center worker, airplane cleaner, etc.).

FORMAT/COST: Teacher Guide, 112 pp., $49.95

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: ...demic and Specialized Skill De..elopment

COMPETENCY AREA: Career Information

TITLE: ***Job Keeping Skills***

DATE: 1985

DEVELOPER: South Carolina Department of Education, Office of Vocational Education

AVAILABILITY: Southeast Curriculum Coordination Center
Research and Curriculum Unit
P.O. Drawer DX
Mississippi State, MS 39762
(601) 325-2510

CHARACTERISTICS: Instructor Record Sheet(s); Objectives; Practice/Hands-on Activities; Student Progress Chart(s); References

CONTENT: Chapter titles are as follows: Understanding Free Enterprise, Motivation, Work Attitudes and Habits, Appearance, Learning the Job, Safety, Communication, Take Home Pay, Termination, and Job Advancement.

FORMAT/COST: Teacher Guide, 511 pp., Loan (2 weeks)

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information; Planning and Decision Skills

TITLE: ***JOB-O***

DATE: 1989

PUBLISHER: CFKR Career Materials

AVAILABILITY: Southern Media Systems
P.O. Box 1107
Ocala, FL 32678
(904) 732-2845

CHARACTERISTICS: Illustration/Graphics

CONTENT: Helps students match their interests and educational aspirations with job titles for further exploration. *JOB-O E* introduces elementary school students to six career clusters: mechanical/construction/agricultural, scientific/technical, creative/artistic, social/legal/educational, managers/sales, and administrative support. *JOB-O* for middle school pays special attention to apprenticeship programs and high-tech occupations, such as computer/data processing, medical technology, and scientific/technical/electronic occupations. *JOB-O A* helps high school students identify specific jobs of interest by analyzing work preferences (data/people/things), working conditions, and job requirements. The *JOB-O Dictionary* provides an alphabetical listing of over one hundred jobs along with job duties, related jobs, and job characteristics.

FORMAT/COST: Answer Booklet, 4 pp., $0.30; Evaluation Instrument, 18 pp., $1.60; Manual, 20 pp., $3.50; Reference Material, 22 pp., $1.75; $5 Specimen Set (includes evaluation booklet, answer folder, *JOB-O Dictionary*, and administrative manual)

AUDIENCE: Students

GRADE LEVEL: Elementary School (K–6); Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: Additional titles: *JOB-O Dictionary*, *JOB-O E* (Elementary), *JOB-O A* (Advanced). Also available in Spanish and in a software version for Apple and IBM. Self-scoring.

TITLE: ***Job Planner: A Guide to Career Planning***

SERIES: **Employability Skills Program**

DATE: 2nd ed., 1987

AUTHOR: Jew, Wing; Tong, Robert

AVAILABILITY: Janus Books
2501 Industrial Parkway West
Hayward, CA 94545
(415) 887-7070

CHARACTERISTICS: Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test; Inventories

CONTENT: Contains eight units entitled Interests, Experience, Working Conditions, Values, Pay and Expenses, Choosing a Job, You and Your Career, and Goals and Plans. Also provides inventory sheets for work interest, work experience, working conditions, values, attitudes, self-esteem, confidence, getting along, and goals.

FORMAT/COST: Study Guide/Workbook, 96 pp.; Teacher Guide, 4 pp.; $4.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9-12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills

SERIES: **Job Readiness**

TITLE: ***Filling Out Job Applications***

Job Attitudes: Assessment and Improvement

Successful Job Interviewing

Resumes Made Easy

DATE: 1986

DEVELOPER: MCE/Lawrence Productions

AVAILABILITY: Teaching Aids Incorporated
P.O. Box 1798
Costa Mesa, CA 92628-0798
(714) 548-9321

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Objectives; Pretest/Posttest Materials; References

CONTENT: Covers the following topics: developing attitudes important to the workplace (confidence, motivation, cooperation, responsibility); improving your chances for job success; filling out job applications; improving interviewing skills; understanding the interviewing process; and creating effective resumes.

FORMAT/COST: Computer Software, 2 disks, $59.95

SYS REQ: IBM Family (256k), 5 1/4 in. or 3 1/2 in.; Apple II Family (64k), 5 1/4 in.

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Interacting with Others; Career Information

NOTE: Publisher's estimated reading level: grades 3–4. ***Successful Job Interviewing*** is available in a Spanish version; the Spanish version, however, is not available on 3 1/2 in. disks.

SERIES: **Job Search Skills (Connections: School and Work Transitions)**

TITLE: ***Competency 1: Prepare for the Job Search***

Competency 2: Search for Available Jobs

Competency 3: Apply for Jobs

Competency 4: Interview for Jobs

Competency 5: Handle Job Offers

Orientation to the World of Work

DATE: 1987

AUTHOR: Lankard, Bettina A.

AVAILABILITY: Center on Education and Training for Employment
Ohio State University
1960 Kenny Road
Columbus, OH 43210-1090
(415) 486-3655

CHARACTERISTICS: Competency-Based; Illustration/Graphics; Objectives

CONTENT: Chapter titles for each module are as follows: ***Competency 1:*** Choose a Job and Prepare for Employment, Compile Information for Applications and Resumes, and Prepare the Resume; ***Competency 2:*** Identify Potential Employers, Decide Which Employers to Contact First, and Follow Job Leads; ***Competency 3:*** Fill Out Applications and Present the Application; ***Competency 4:*** Prepare for the Interview, Handle the Interview, and Follow Up on the Interview; ***Competency 5:*** Find Out Information about the Job and Company and Negotiate for the Job; and ***Orientation to the World of Work:*** What Motivates You and Other People to Work? What Specific Needs Will Influence Your Career Choices? What Facts Will Help You Match Your Needs to a Career? and How Can You Make Good Decisions?

FORMAT/COST: Manual, [222] pp., $29.95; Tasks/Objectives/Competencies, 19–49 pp. each, $15 (for 5 copies of individual book); Teacher Guide, 33 pp., $4.75

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills; Jobs and Needs of Society

NOTE: Also included in this series is ***The Connector's Guide***, a program-implementation guide designed for use with each component of the series. See separate entry for this item. For a complete list of titles in this series, see **Connections: School and Work Transitions** in the series index of this guide.

TITLE: ***Job Search Workbook***

DATE: [1985]

AUTHOR: Spence, Mary Catherine

AVAILABILITY: ERIC Document Reproduction Service (EDRS)
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742

For a microfiche copy of this document, order ED281030, ED281031, or ED281032 from FEIS.

CHARACTERISTICS: Objectives; Practice/Hands-on Activities; References

CONTENT: This set of materials is intended to be used in a program to assist nonreaders in developing job-search skills. Topics covered are self-assessment; job leads and employer contacts; and securing and keeping a job (filling out applications, interviewing, writing resumes, etc.). Learning activities are suggested as well as ways that teachers can help students with limited reading abilities deal with problems that they will commonly encounter. Also included is a trainer's manual that provides guidelines for conducting a workshop to train teachers to implement the program described.

FORMAT/COST: Manual, 33 pp., $3.88, mf $0.60; Study Guide/Workbook, 74 pp., $5.82, mf $0.60; Teacher Guide, 55 pp., $5.82, mf $0.60

AUDIENCE: Special-Needs Students; Teachers/Trainers

EXCEPTIONALITIES: Nonreaders

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***The Job Seeker's Guide***

DATE: 1987

AUTHOR: Madry, Bobbi Ray

AVAILABILITY: MPC Educational Publishers/Wiley and Sons
3839 White Plains Road
Bronx, NY 10467-5394
(800) 223-8055

CHARACTERISTICS: Instructor Record Sheet(s); Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test; Student Progress Chart(s); Performance Checklist

CONTENT: Covers these topics: assessing your personal qualities, writing effective resumes and cover letters, completing job applications, presenting yourself at job interviews, evaluating potential employers, and getting off to a good start with your new job. The instructor guide includes objectives, necessary materials, classroom procedures, suggested learning activities for each area covered, and additional discussion questions.

FORMAT/COST: Text, 58 pp.; Study Guide/Workbook, 44 pp.; Teacher Guide, 41 pp.; $9.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Interacting with Others; Career Information; Planning and Decision Skills

TITLE: ***The Job Seeker's Workbook***

DATE: 1988

AUTHOR: Boerner, Lee Ann

AVAILABILITY: Materials Development Center
Stout Vocational Rehabilitation Institute
University of Wisconsin—Stout
Menomonie, WI 54751
(715) 232-1342

For a microfiche copy of this document, order ED296169 and ED296168 from FEIS.

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: This unit of instruction covers setting short-range and long-range job goals; completing job-application forms and writing resumes; keeping track of the job search; interviewing; dealing with job rejection; problem solving on the job; making responsible decisions as an employee; following company rules and getting along with others; and determining career paths and opportunities for advancement.

FORMAT/COST: Study Guide/Workbook, 179 pp., $8, mf $1.20; Teacher Guide, 92 pp., $10, mf $0.60

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information; Planning and Decision Skills

TITLE: ***Jobs for the 21st Century***

DATE: 1990

AVAILABILITY: Guidance Associates
Communications Park, Box 3000
Mount Kisco, NY 10549
(800) 431-1242

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; References

CONTENT: Identifies trends in the workplace, the economy, and the population structure which affect today's job market. Highlights opportunities, skills, and training for jobs in the business, hospitality, computer-science, and health-care fields.

FORMAT/COST: Teacher Guide, 15 pp.; Videotapes (3), VHS, BETA, 15–30 min. each; $209 a set

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills

TITLE: ***Jobs in Today's World***

DATE: 1986

PUBLISHER: MCE/Lawrence Productions

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Self-Paced/Individualized; Index; Objectives; References

CONTENT: Compares students' interests with the characteristics of nearly one hundred jobs. Students then refer to the included career guide for information on the occupations that have been selected as being most suitable for them.

FORMAT/COST: Computer Software, 2 disks; Reference Material, 73 pp.; Teacher Guide, 12 pp.; $79.95

SYS REQ: Apple II Family (48k) 5 1/4 in.; IBM PC, XT, AT 3 1/2 in. or 5 1/4 in. (256k) with CGA or Hercules graphics card

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information

NOTE: Designed for students who are not planning to attend college. Publisher's estimated reading level: grades 3–4.

SERIES: **Job Success**

TITLE: ***First Days on the Job***
Looking Good
Your Personal Habits
Your Work Habits

DATE: 1987

DEVELOPER: MCE/Lawrence Productions

AVAILABILITY: Teaching Aids Incorporated
P.O. Box 1798
Costa Mesa, CA 92628-0798
(714) 548-9321

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test; Pretest/Posttest Materials; References

CONTENT: The following key topics are addressed: work-related personal habits; appropriate dress and grooming; first impressions; drug testing and other company policies; teamwork skills; self-image; and goal setting.

FORMAT/COST: Computer Software, 2 disks each, $59.95 each title

SYS REQ: IBM Family (256k), 5 1/4 in. or 3 1/2 in.; Apple II (64k), 5 1/4 in.

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills

NOTE: Publisher's estimated reading level: grades 4–5.

TITLE: ***The Job World***

DATE: Rev. ed., 1987

AVAILABILITY: Education Associates
8 Crab Orchard Road
P.O. Box Y
Frankfort, KY 40602
(800) 626-2950

CHARACTERISTICS: Glossary; Illustration/Graphics; Objectives

CONTENT: These materials cover positive personal traits; attitudes, motivation, and values; communication; establishing employment and life goals; finding job openings; developing a resume; completing job applications; interviewing; getting and keeping a job; establishing good working relationships; and developing a budget.

FORMAT/COST: Teacher Guide, 90 pp., $18.95; Study Guide/Workbook, 68 pp., $6.25

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Achievement and Career Opportunities; Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Joyce Lain Kennedy's Career Book***

DATE: 1988

AUTHOR: Kennedy, Joyce L.; Laramore, Darryl

AVAILABILITY: VGM Career Horizons
4255 W Touhy Avenue
Lincolnwood, IL 60646-1975
(800) 323-4900

CHARACTERISTICS: Glossary; Illustration/Graphics; Index

CONTENT: Chapter titles include the following: Career Rewards; Mind-Set and Success; Work Trends; Future Jobs; Getting Help; Self-Awareness; Work Awareness; Research; Goals; Making Decisions; Student Jobs; College Planning; College Days/Advanced Study; Other Education; Adult Job Search; Winning on First Jobs; and Career Management. One appendix is called "Matching Yourself with the World of Work: A Chart of General Characteristics of 200 Occupations."

FORMAT/COST: Guide, 425 pp., $14.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Kaleidoscope of Careers***

DATE: 1987

PUBLISHER: Kansas Careers

AVAILABILITY: Southern Media Systems
P.O. Box 1107
Ocala, FL 32678
(904) 732-2845

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Examines two hundred occupations within the seventeen career clusters defined by the *Standard Occupational Classification Handbook*.

FORMAT/COST: Teacher Guide, 32 pp.; Videotapes (5), VHS, BETA, 30 min. each; $150 a set

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Kansas Practical Application of Career Education (PACE)***

DATE: 1983

AVAILABILITY: Kansas Careers
College of Education
Bluemont Hall
Kansas State University
Manhattan, KS 66506
(913) 532-6540

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; References

CONTENT: Four teacher guides are available, one for each of the following grade levels: elementary (K–3), elementary (4–6), junior high/middle school, and high school. Each guide contains chapters on needs assessment, implementation/infusion, PACE activities, and professional resources.

FORMAT/COST: Teacher Guides, 4, [800] pp. each, $15 each

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Life Centered Career Education: A Competency Based Approach***

DATE: 3rd ed., 1989

AUTHOR: Brolin, Donn E. (ed.)

PUBLISHER: The Council for Exceptional Children

AVAILABILITY: Janus Books
2501 Industrial Parkway W
Department KJ
Hayward, CA 94545
(800) 227-2375

CHARACTERISTICS: Competency-Based; Objectives; Student Progress Chart(s)

CONTENT: Focuses on three major curriculum areas: daily living skills, personal/social skills, and occupational skills. Within these categories, twenty-two career competencies and ninety-seven subcompetencies are described. Skill objectives, activities/strategies to develop skills, and adult/community peer role-model activities are provided for each competency.

FORMAT/COST: Teacher Guide, 192 pp., $19.50; Transparencies/Masters, 180; Videotape, VHS, 30 min., $150 Trainer's Pack (includes worksheet masters and videotape in a loose-leaf binder)

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired; ESL; EMH; Emotionally Handicapped

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Developmental Stages in Decision Making; Career Information; Planning and Decision Skills

NOTE: Trainer's pack provides over thirty hours of inservice training for school-district personnel who wish to conduct and monitor career-education programs.

TITLE: ***Life Skills: Me and My Future***

DATE: 1985

AUTHOR: Hooker, Dennis; Hooker, Almut

AVAILABILITY: Educational Design
47 W 13th Street
New York, NY 10011
(800) 221-9372

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics

CONTENT: Chapter titles include the following: Me; My Needs, My Wants; My Values; School and Learning; Jobs, Careers, and Training; Living on My Own; Living Interdependently; Personal Growth Choices; and In a Nutshell.

FORMAT/COST: Study Guide/Workbook, 112 pp., $5.50; Teacher Guide, 4 pp., free with study guide

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Planning and Decision Skills; Life Roles and Careers

NOTE: Publisher's estimated reading level: grade 6.

☐ TITLE: ***LITE (Leon's Intensive Training for Employment): Vocational Curriculum Guide for Exceptional Student Education***

DATE: 1986

AVAILABILITY: Leon County Public Schools
Office of Vocational Education
2757 W Pensacola Street
Tallahassee, FL 32304
(904) 487-7528

CHARACTERISTICS: Objectives; Pretest/Posttest Materials

CONTENT: The following topics are covered: self-appraisal and interest/skill assessment; reasons for working; exploring jobs and choosing an occupation; self-esteem, confidence, and personality; job goals and planning; interpersonal relationships; grooming and nutrition for employment; job safety; nontraditional jobs; job search, application, interviewing, and selection; understanding your paycheck; advancement and success on the job; effective communication; financial management; job changes; and living independently. Also provided are a list of resources for use in implementing the program of study; behavioral objectives and checklists for each section in the curriculum; and on-the-job training forms.

FORMAT/COST: Curriculum Guide, [120] pp., $15

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: Physically Impaired; Speech and Language Impaired; EMH; Emotionally Handicapped

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills

★ TITLE: ***Making It Work: A Guide for Developing Life Skills***

DATE: 1988

AUTHOR: Hoffner, Sara E.; Turner, Isabel

PUBLISHER: Palm Beach Newspapers

AVAILABILITY: Crystal Learning
5849 Okeechobee Boulevard, Suite 201
West Palm Beach, FL 33417
(407) 683-0026

CHARACTERISTICS: Illustration/Graphics

CONTENT: Presents activities grouped by the following chapters: Who Am I? Where Do I Fit In? Exploring Career Clusters; Job Search; Work Habits; Making It Work for You (life-management skills).

FORMAT/COST: Study Guide/Workbook, 112 pp., $6.50; Teacher Guide, 16 pp., $4 or free with 25 copies of workbook

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

NOTE: Publisher's estimated reading level: grade 6.

☐ TITLE: ***Makin' It (Pre-Vocational Career Guidance)***

DATE: 1985

DEVELOPER: Marion County School System

AVAILABILITY: Department of Education
Bureau of Career Development
Florida Education Center
Tallahassee, FL 32399-0400
ATTN: Robin Rudicell
(904) 487-2537

CHARACTERISTICS: Parent's Materials; Practice/Hands-on Activities; Pretest/Posttest Materials

CONTENT: A packet of teaching materials and activities designed to provide eighth-grade students with self- and career awareness.

FORMAT/COST: Teacher Guide, 55 pp., free

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Career Information; Planning and Decision Skills

TITLE: ***Making the Transition: A Teacher's Guide for Helping Students with Special Needs***

DATE: 1987

AUTHOR: Asselin, Susan B.

AVAILABILITY: American Vocational Association
1410 King Street
Alexandria, VA 22314
(703) 683-3111

CHARACTERISTICS: References

CONTENT: Key topics are academic preparation; career awareness and orientation; independent living skills; vocational exploration, assessment, and education; work adjustment; job placement and follow-up; and postsecondary education. The teacher's role in facilitating the transition from school to work for special-needs students is also addressed.

FORMAT/COST: Teacher Guide, 39 pp., $9.95

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired; EMH; TMH; Emotionally Handicapped

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***MAPS: Methodical Aid to Problem Solving***

DATE: 1984

AUTHOR: Meier, Scott T.

PUBLISHER: Educational Media

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Self-Paced/Individualized

CONTENT: A self-help program that asks users to define a problem; helps them to examine their motivation, knowledge/skills, and confidence to aid in solving the problem; and offers feedback in the form of a summary of the information they entered.

FORMAT/COST: Computer Software, 1 disk; Manual, 12 pp., $39.95

SYS REQ: Apple II+, IIe, 5 1/4 in.

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Developmental Stages in Decision Making; Planning and Decision Skills

TITLE: ***Math on the Job***

DATE: 1987 (microcomputer version), 1985 (print version)

DEVELOPER: National Center for Research in Vocational Education

AVAILABILITY: Southern Media Systems
P.O. Box 1107
Ocala, FL 32678
(904) 732-2845

CHARACTERISTICS: Competency-Based; Self-Paced/Individualized; Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Pretest/Posttest Materials; Performance Checklist

CONTENT: To use this system, the student selects one of thirty-one career areas (accounting clerk/bookkeeper, barber/cosmetologist, graphic designer, etc.). Each career area has a corresponding disk that quizzes the student on specific math skills needed for that career. An assessment sheet displays the number of incorrect answers given by category (e.g., sentence and paragraph writing) so that the student knows in which areas he or she is weak. Also available for counselors and teachers is a computerized management system that tracks the areas in which the student has worked and the problems that he or she is having.

FORMAT/COST: Computer Software, 33 disks; Study Guides/Workbooks (93 total, 3 copies each per career area), 15–25 pp. each; Teacher Guide, 232 pp.; $1,695

SYS REQ: Apple II Family (48k), 5 1/4 in.; IBM Family (265k), 5 1/4 in. or 3 1/2 in.

AUDIENCE: Special-Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Physically Impaired; Speech and Language Impaired; ESL; EMH; Emotionally Handicapped

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Oportunities

NOTE: Publisher's estimated reading level: grades 4–9. Also available in print version ($495) and in packets for the individual career areas ($16.95 each).

☐ TITLE: ***MicroCHOICES***

DATE: 1989

AVAILABILITY: Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics

CONTENT: Contains information on over 3,400 occupations. Students can explore occupations by picking aspects of a job that are most important to them. The following topics are included: interests, aptitudes, earnings, education required, and physical activities. Also contains a file on every public and private postsecondary school in Florida.

After identifying career possibilities and noting the educational requirements, students can search for postsecondary schools that offer the appropriate programs of study.

FORMAT/COST: Computer Software, 4–7 disks; Guide, 114 pp.; Manual, 33 pp.; Reference Material (2), 80–100 pp. each; Study Guide/Workbook, 44 pp., $995 annual lease fee (includes all materials)

SYS REQ: IBM PC Family (256k), 3 1/2 in. or 5 1/4 in., with color/graphics card

AUDIENCE: Counselors; Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Updated annually. A two-day training program is required for each site. Also available: National Education File, $100 annual fee. Gives detailed information on 2,400 national postsecondary institutions. Additional titles: *A Guide to Exploring Careers with MicroCHOICES*, *Masterlist of Institutions*, and *Masterlist of Occupations*.

☐ TITLE: ***Minds and Mentors***

SERIES: **Florida Challenge Grant Program for the Gifted**

DATE: 1984

PUBLISHER: Pasco County School District

AVAILABILITY: Department of Education
Bureau of Education for Exceptional Students
Clearinghouse/Information Center
Florida Education Center, Suite 628
Tallahassee, FL 32399-0400
(904) 488-1879

Coordinator, Programs for the Gifted
7227 U.S. Highway 41 N
Land O'Lakes, FL 33539
(904) 567-8220

CONTENT: Features Pasco County's evaluation of its Minds and Mentors project, which encouraged community involvement through seminars, study groups, shadowing, and mentorship activities. These activities for ninth-to-twelfth graders were offered during pull-out sessions designed to allow students to learn more about special areas of interest through the use of a variety of material and human resources.

FORMAT/COST: Guide, 93 pp., free

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: Gifted

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information

NOTE: For a complete list of titles in this series, see **Florida Challenge Grant Program for the Gifted** in the series index of this guide.

TITLE: ***Missouri VICA Curriculum Guide***

DATE: 1986

AUTHOR: Goodrick, Bill

AVAILABILITY: Instructional Materials Laboratory
University of Missouri—Columbia
2316 Industrial Drive
Columbia, MO 65202
(314) 446-2744

CHARACTERISTICS: Competency-Based; Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test; References

CONTENT: Consists of ten lessons that deal with the following topics: an introduction to VICA, personal values, personal management skills, cooperation with co-workers, etiquette and courtesy, oral and written communication, professional ethics, professional appearance, securing and terminating employment, and parliamentary procedure. The curriculum guide provides objectives, content outlines, class discussion activities, transparency masters, assignment sheets, job sheets (hands-on activities), and evaluation activities for each lesson. The student materials provide pencil-and-paper exercises that supplement the classroom and practical-experience activities.

FORMAT/COST: Study Guide/Workbook, 370 pp., $6.70; Teacher Guide, 373 pp., $18

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills

TITLE: ***Module CG C-8, Provide Employability Skill Development***

DATE: 1985

AUTHOR: Lankard, Bettina A.

DEVELOPER: The National Center for Research in Vocational Education

AVAILABILITY: Bell and Howell Publication Systems Division
Old Mansfield Road
Wooster, OH 44691-9050
(800) 321-9881
(216) 264-6666

CHARACTERISTICS: Competency-Based; Objectives; Practice/Hands-on Activities; Practice Test; References

CONTENT: Designed for use in training guidance personnel to identify employability competencies that students need in order to compete successfully in the work force; to identify resources to draw upon to assist students in acquiring employability skills; to identify and describe strategies to help students acquire and maintain employability skills; to outline a program plan for delivering guidance and employability training; and to develop a strategy for conducting follow-up activities.

FORMAT/COST: Module/LAP, 72 pp., $7.95

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

COMPETENCY AREA: Career Information

BEST COPY AVAILABLE

TITLE: ***Myers-Briggs Type Indicator: Form G—Self-Scorable***

DATE: 1987

AUTHOR: Myers, Isabel B.; Briggs, Katharine C.

AVAILABILITY: Consulting Psychologists Press
577 College Avenue
Palo Alto, CA 94306
(800) 624-1765

CONTENT: Consists of 126 items, each of which offers two answer choices. Measures participants on eight scales which represent four different personality dispositions based on Carl Jung's theory of types. This theory describes styles of gathering information, making decision, and viewing the world. The eight scales are Introversion-Extroversion, Thinking-Feeling, Sensing-Intuition, and Judging-Perception.

FORMAT/COST: Answer Booklet, 1 p., $2.50 (4 each); Evaluation Instrument, 4 pp., $9 (pkg. of 25); Guide, 32 pp., $2; Manual, 309 pp., $12; $4.25 Specimen Set (includes Introduction to Type and Profile ScorForm)

AUDIENCE: Counselors; Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adults

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

NOTE: Approximate time: 20–30 minutes. Publisher's estimated reading level: grade 6. Also available in machine-scorable edition. Additional titles: *Introduction to Type: A Description of the Theory and Applications of the Myers-Briggs Type Indicator*.

TITLE: ***The National Career Guidance and Counseling Guidelines***

SERIES: **National Career Development Guidelines**

DATE: 1988

DEVELOPER: National Occupational Information Coordinating Committee (NOICC)

AVAILABILITY: Northwest Regional Educational Laboratory
ATTN: Document Reproduction Service
101 SW Main Street, Suite 500
Portland, OR 97204
(800) 547-6339, X518

CONTENT: Presents guidelines for developing comprehensive career-development guidelines at all educational levels. The five handbooks are subtitled as follows: Elementary Schools, Middle/Junior High Schools, High Schools, Postsecondary Institutions, and Human Services Agencies.

FORMAT/COST: Guides (5), 128–146 pp., $10.90 each

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: Also available in Spanish.

TITLE: ***National Career Development Guidelines: State Resource Book***

SERIES: **National Career Development Guidelines**

DATE: 1989

DEVELOPER: National Occupational Information Coordinating Committee (NOICC)

AVAILABILITY: Northwest Regional Educational Laboratory
ATTN: Document Reproduction Service
101 SW Main Street, Suite 500
Portland, OR 97204
(800) 547-6339, X518

CONTENT: Includes resources and strategies used by the twenty-four states that are following the National Career Development Guidelines in developing state-level guidelines and standards.

FORMAT/COST: Reference Material, 129 pp., $10.90

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***National Perspective on Youth Employment***

SERIES: **Connections: School and Work Transitions**

DATE: 1987

AVAILABILITY: Center on Education and Training for Employment
Ohio State University
1960 Kenny Road
Columbus, OH 43210-1090
(614) 486-3655

CHARACTERISTICS: Illustration/Graphics

CONTENT: Explores the problems of youth employment in the context of today's society and advances in technology. Includes recommendations on how youth, schools, and employers can address these problems.

FORMAT/COST: Videotape, 45 min., 1/2 in. VHS, $95

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

COMPETENCY AREA: Jobs and Needs of Society

NOTE: Also included in this series is the **Connector's Guide**, a program-implementation guide designed for use with each component of the series. See separate entry for this item. For a complete list of titles in this series, see **Connections: School and Work Transitions** in the series index of this guide.

TITLE: ***The Nature of Human Values***

DATE: 1973

AUTHOR: Rokeach, Milton

AVAILABILITY: Consulting Psychologists Press
577 College Avenue
Palo Alto, CA 94306-1490
(800) 624-1765

CONTENT: Explores the author's theories on the nature of belief systems and describes the development, theory, and rationale for the ***Rokeach Value Survey***.

FORMAT/COST: Guide, 428 pp., $29.50

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: Serves as a manual for the ***Rokeach Value Survey*** (see separate entry in this guide).

TITLE: ***New Hampshire Comprehensive Guidance and Counseling Program: An Approved Model for Program Development***

DATE: 1988

AVAILABILITY: New Hampshire Comprehensive Guidance and Counseling Project
36 Mace Road
Hampton, NH 03842
ATTN: Editor

CHARACTERISTICS: References

CONTENT: Describes a model for a comprehensive guidance and counseling program, including program components, structural components, implementation, evaluation, and student competencies.

FORMAT/COST: Guide, 126 pp., $15

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***The New Quick Job-Hunting Map***

DATE: 1985

AUTHOR: Bolles, Richard N.

AVAILABILITY: Ten Speed Press
P.O. Box 7123
Berkeley, CA 94707
(415) 845-8414

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Helps the reader identify his or her ideal job by analyzing skills and categorizing them as they apply to data, people, or things and by targeting desired organizational goals, salary and position level, working conditions, co-worker characteristics, and geographic location.

FORMAT/COST: Manual, 64 pp., $2.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: Also available in two text editions meant to be used with groups: *The New Quick Job-Hunting Map, Advanced Text Edition*; *The New Quick Job-Hunting Map for Beginners*.

TITLE: ***The Nuts and Bolts of NTO: How to Help Women Enter Nontraditional Occupations***

DATE: 2nd ed., 1986

AUTHOR: Sanders, Jo S.

AVAILABILITY: ERIC Document Reproduction Service
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742

Scarecrow Press
P.O. Box 4167
Metuchen, NJ 08840
(800) 537-7107 or (201) 548-8600

For a microfiche copy of this document, order ED290003 from FEIS.

CHARACTERISTICS: Index; References

CONTENT: Provides guidelines for a nontraditional occupations (NTO) program at the postsecondary level, including planning and evaluation, developing resources, recruitment and outreach, career-exploration techniques, dealing with obstacles, and placement and follow-up.

FORMAT/COST: Guide, 207 pp., $18.50

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

COMPETENCY AREA: Life Roles and Careers; Planning and Decision Skills

TITLE: ***Occu-Facts: Information on 565 Careers in Outline Form***

DATE: 1989–90 ed.

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 35649-0135
(813) 584-7333

CHARACTERISTICS: Glossary; Index

CONTENT: Presents 565 occupations in outline form for easy reading and comparison. Readers are provided with the activities, skills, training, wages, and employment outlook for each occupation, as well as cross-references to related occupations. The ***Standard Occupational Classification*** (SOC), ***Dictionary of Occupational Titles*** (DOT), and ***Guide for Occupational Exploration*** (GOE) codes are also given.

FORMAT/COST: Reference Material, [600] pp., $38

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Achievement and Career Opportunities

TITLE: ***Occu-File***

DATE: 1989

AVAILABILITY: Career Aids
20417 Nordhoff Street
Chatsworth, CA 91311
(818) 341-8200

CHARACTERISTICS: Practice/Hands-on Activities

CONTENT: Provides descriptions of 335 occupations, subdivided by required educational level and cross-referenced with ***Dictionary of Occupational Titles*** (DOT) and ***Standard Occupational Classification*** (SOC) codes. The duplicating masters consist of career-planning activities.

FORMAT/COST: Reference Material, 335 pp.; Teacher Guide, 2 pp.; Transparencies/Masters, 4; $199.95 boxed set; $225.95 4-binder set

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

TITLE: ***Occupational Notebook Program***

DATE: Rev. ed., 1987

AUTHOR: Cook, Iva Dean

PUBLISHER: Opportunities for Learning

AVAILABILITY: JIST Works
720 N Park Avenue
Indianapolis, IN 46202-3431
(800) 648-5478

CHARACTERISTICS: Illustration/Graphics; Objectives; References

CONTENT: Section titles for these materials are Beginning to Learn about Jobs and Myself; Learning about Employers and Employees; Communication; Applying for a Job; Public Transportation; and Salary-Pay-Wages-Income.

FORMAT/COST: Study Guide/Workbook, [45] pp., $2.95; Teacher Guide, 43 pp., $9.95

AUDIENCE: Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Physically Impaired; Speech and Language Impaired; EMH; Emotionally Handicapped

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information

TITLE: ***Occupational Orientation Teacher's Handbook***

DATE: 1986

AUTHOR: Hendrix, Mary W.

AVAILABILITY: Educational Development and Training Center
East Texas State University
Commerce, TX 75428
(800) 356-3382

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: Discusses the following topics: how to obtain occupational-orientation teacher certification; rules and regulations in occupational orientation; how to deal with special-needs students; how to eliminate sex-role stereotyping in the classroom; how to establish and maintain positive relations with peers, parents, community, and the media; the purpose of an advisory council; how to organize an occupational orientation program; and how to obtain career-guidance materials. Also included are samples of letters, forms, activities, and other aids; a bibliography of career-guidance software; and vocational assessment instruments.

FORMAT/COST: Guide, 254 pp., $17

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Occupational Outlook Handbook***

DATE: 1988–89 ed.

DEVELOPER: U.S. Department of Labor

AVAILABILITY: JIST Works
720 N Park Avenue
Indianapolis, IN 46202
(800) 648-5478

CONTENT: Describes about 225 occupations, including the nature of the work, working conditions, employment statistics, training required, job outlook, earnings, related occupations, and sources of additional information. Also gives summary data for 125 additional occupations.

FORMAT/COST: Reference Material, 456 pp., $17.76 paperbound; $20.95 hardbound

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Jobs and Needs of Society

NOTE: Revised every two years.

TITLE: ***100 Words about Working***

SERIES: **A Voyager/HBJ Book**

DATE: 1988

AUTHOR: Brown, Richard

PUBLISHER: Harcourt Brace Jovanovich

AVAILABILITY: Paperbacks for Educators
426 W Front Street
Washington, MO 63090
(800) 227-2591

CHARACTERISTICS: Illustration/Graphics

CONTENT: Illustrates grown-ups performing their jobs, in such categories as "On Wheels," "In My Neighborhood," and "Facing Danger."

FORMAT/COST: Picture Book, 32 pp., $6.95

AUDIENCE: Students

GRADE LEVEL: Elementary School (K–6)

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Career Information

NOTE: Designed for grades K–2.

TITLE: ***Opening Doors: A Practical Guide for Job Hunting***

DATE: 1984

AUTHOR: Goodman, Jane; Hoppin, Judith M.; Kent, Ronald H.

AVAILABILITY: Continuum Center
Oakland University
Rochester, MI 48063
(313) 370-3033

For a microfiche copy of this document, order ED279887 from FEIS.

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; References

CONTENT: These materials cover the following topics: issues to be considered in making career decisions; identification of achievements that make you valuable to an employer; transferability of skills; job-search strengths and weaknesses; qualities important to you in a job; stress management; short-term and long-term employment goals and the way they relate to each other; your job campaign (building networks, interviewing, writing resumes and letters, exploring hidden job markets); assertiveness with an employer; job retention; and emotional reactions to job loss.

FORMAT/COST: Study Guide/Workbook, 108 pp., $5, mf $1.20; Teacher Guide, 90 pp., $5, mf $0.60

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills; Life Roles and Careers

☐ TITLE: ***Options for Secondary Gifted***

SERIES: **Florida Challenge Grant Program for the Gifted**

DATE: 1987

DEVELOPER: Citrus County School District

AVAILABILITY: Department of Education
Bureau of Education for Exceptional Students
Clearinghouse/Information Center
Florida Education Center, Suite 628
Tallahassee, FL 32399-0400
(904) 488-1879

Chairman, Programs for the Gifted
Exceptional Student Education
P.O. Box 750
Hernando, FL 32642-0750
(904) 344-8846

CHARACTERISTICS: References

CONTENT: Contains guidelines for developing and implementing program options for secondary gifted students; for developing a guidance and counseling model; and for developing community resources who are willing to share their talents, interests, and careers with gifted students.

FORMAT/COST: Guide, 485 pp., free

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: Gifted

BLUEPRINT LEVEL: Professional Career Education Materials; Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information

NOTE: For a complete list of titles in this series, see **Florida Challenge Grant Program for the Gifted** in the series index of this guide.

SERIES: **Pacemaker Career Readers**

TITLE: ***Blueprint Blues*** (Machinist)

The Building Business (Carpenter)

Drama at the Hospital (Nurse's Aide)

Life on the Line (Assembler)

Looking Good (Beauty Operator)

Love That Detail! (Drafter)

Stay Calm and Take It Easy (Security Guard)

Trucking (Local Truck Driver)

What a Team! (Plumber)

When the Job Fits (Retail Sales Worker)

DATE: 1987

AUTHOR: Rosenthal, Nadine

AVAILABILITY: Fearon Education
500 Harbor Boulevard
Belmont, CA 94002
(800) 877-4283

CHARACTERISTICS: Glossary; Illustration/Graphics

CONTENT: Each book contains a story that illustrates one of ten careers, as well as giving a job description, working conditions, and training required. The cassettes are designed to accompany the stories.

FORMAT/COST: Audiocassettes (5), $57; Study Guides/Workbooks (10), 60 pp. each; Teacher Guide, 46 pp.; $39 a set (10 books and 1 teacher guide)

AUDIENCE: Special-Needs Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Emotionally Handicapped; ESL

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

NOTE: Publisher's estimated reading level: grade 3.

SERIES: **A Parent Involvement Model for Use with Limited English Proficient High School Students: The Vocationally Oriented Bilingual Curriculum**

TITLE: ***English-Khmer***

English-Lao

English-Spanish

English-Vietnamese

DATE: 1986

DEVELOPER: Trinity-Arlington Teacher and Parent Training for School Success Project
Trinity College
Arlington Public Schools

AVAILABILITY: ERIC Document Reproduction Service (EDRS)
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742

For a microfiche copy of this document, order ED274219 through ED274223 from FEIS.

CHARACTERISTICS: Parents' Materials

CONTENT: Consists of materials to be used by parents of limited-English-proficient high school students in a home setting in both English and the foreign language. The topics range from basic life skills to employment skills; looking at job applications, preparing for a job interview, volunteer jobs, time management, career planning, looking for a job in the classified advertisements, and writing a resume.

FORMAT/COST: Module/LAP, 60–68 pp. each, $5.82 each, mf $0.60 each; Teacher Guide, 20 pp., $3.88, mf $0.60

AUDIENCE: Students; Teachers/Trainers

EXCEPTIONALITIES: ESL

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

FORMAT/COST: Study Guide/Workbook, 108 pp., $5, mf $1.20; Teacher Guide, 90 pp., $5, mf $0.60

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8), Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills; Life Roles and Careers

☐ TITLE: ***Options for Secondary Gifted***

SERIES: **Florida Challenge Grant Program for the Gifted**

DATE: 1987

DEVELOPER: Citrus County School District

AVAILABILITY: Department of Education
Bureau of Education for Exceptional Students
Clearinghouse/Information Center
Florida Education Center, Suite 628
Tallahassee, FL 32399-0400
(904) 488-1879

Chairman, Programs for the Gifted
Exceptional Student Education
P.O. Box 750
Hernando, FL 32642-0750
(904) 344-8846

CHARACTERISTICS: References

CONTENT: Contains guidelines for developing and implementing program options for secondary gifted students; for developing a guidance and counseling model; and for developing community resources who are willing to share their talents, interests, and careers with gifted students.

FORMAT/COST: Guide, 485 pp., free

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: Gifted

BLUEPRINT LEVEL: Professional Career Education Materials; Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information

NOTE: For a complete list of titles in this series, see **Florida Challenge Grant Program for the Gifted** in the series index of this guide.

SERIES: **Pacemaker Career Readers**

TITLE: ***Blueprint Blues*** (Machinist)

The Building Business (Carpenter)

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Life on the Line (Assembler)

Looking Good (Beauty Operator)

Love That Detail! (Drafter)

Stay Calm and Take It Easy (Security Guard)

Trucking (Local Truck Driver)

What a Team! (Plumber)

When the Job Fits (Retail Sales Worker)

DATE: 1987

AUTHOR: Rosenthal, Nadine

AVAILABILITY: Fearon Education
500 Harbor Boulevard
Belmont, CA 94002
(800) 877-4283

CHARACTERISTICS: Glossary; Illustration/Graphics

CONTENT: Each book contains a story that illustrates one of ten careers, as well as giving a job description, working conditions, and training required. The cassettes are designed to accompany the stories.

FORMAT/COST: Audiocassettes (5), $57; Study Guides/Workbooks (10), 60 pp. each; Teacher Guide, 46 pp., $39 a set (10 books and 1 teacher guide)

AUDIENCE: Special-Needs Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Emotionally Handicapped; ESL

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

NOTE: Publisher's estimated reading level: grade 3.

SERIES: **A Parent Involvement Model for Use with Limited English Proficient High School Students: The Vocationally Oriented Bilingual Curriculum**

TITLE: ***English-Khmer***

English-Lao

English-Spanish

English-Vietnamese

DATE: 1986

DEVELOPER: Trinity-Arlington Teacher and Parent Training for School Success Project
Trinity College
Arlington Public Schools

AVAILABILITY: ERIC Document Reproduction Service (EDRS)
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742

For a microfiche copy of this document, order ED274219 through ED274223 from FEIS.

CHARACTERISTICS: Parents' Materials

CONTENT: Consists of materials to be used by parents of limited-English-proficient high school students in a home setting in both English and the foreign language. The topics range from basic life skills to employment skills: looking at job applications, preparing for a job interview, volunteer jobs, time management, career planning, looking for a job in the classified advertisements, and writing a resume.

FORMAT/COST: Module/LAP, 60–68 pp. each, $5.82 each, mf $0.60 each; Teacher Guide, 20 pp., $3.88, mf $0.60

AUDIENCE: Students; Teachers/Trainers

EXCEPTIONALITIES: ESL

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills

TITLE: ***Pathways Program Guide: An Instructor's Guide for "Pathways to Work" and "Pathways to Leisure Student Workbooks"***

SERIES: **Pathways**

DATE: 1989

AUTHOR: Kimeldorf, Martin

AVAILABILITY: Meridian Education Corporation
236 E Front Street
Bloomington, IL 61701
(309) 827-5455

CHARACTERISTICS: References

CONTENT: Gives instructional tips for implementing both ***Pathways to Work*** and ***Pathways to Leisure.***

FORMAT/COST: Teacher Guide, 126 pp., $12.95

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills; Life Roles and Careers

NOTE: For a complete list of the titles in this series, see **Pathways** in the series index of this guide.

TITLE: ***Pathways to Leisure***

SERIES: **Pathways**

DATE: 1989

AUTHOR: Kimeldorf, Martin

AVAILABILITY: Meridian Education Corporation
236 E Front Street
Bloomington, IL 61701
(309) 827-5455

CHARACTERISTICS: Self-Paced/Individualized; Practice/Hands-on Activities

CONTENT: Chapter titles include the following: Examining Leisure in Your Life (leisure attitudes, the connection between work and leisure, leisure at different life stages); Opening the Treasure Chest (attitudes, preferences, interests, learning styles); Making a Beginning Choice (interest inventories, decision-making grid); Researching New Possibilities (networking); and Connecting with Opportunities (phone surveys, interviews, goal-setting).

FORMAT/COST: Study Guide/Workbook, 98 pp., $7.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information; Life Roles and Careers

NOTE: Publisher's estimated reading level: grade 8. For a complete list of titles in this series, see **Pathways** in the series index of this guide.

TITLE: ***Pathways to Work***

SERIES: **Pathways**

DATE: 1989

AUTHOR: Kimeldorf, Martin

AVAILABILITY: Meridian Education Corporation
236 E Front Street
Bloomington, IL 61701
(800) 727-5507

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; Practice Test

CONTENT: Key topics include the following: making career and job decisions (about your skills, interests, pay, working conditions); finding and pursuing job leads (especially networking and job-hunting tools); applying rules of effective resume language; talking positively about weaknesses; identifying and describing your best qualities; knowing what questions to ask your potential employer; and negotiating pay.

FORMAT/COST: Study Guide/Workbook, 209 pp., $9.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Payday! Managing Your Paycheck***

SERIES: **Employability Skills Program**

DATE: 1990

AUTHOR: Izzo, Margo Vreeburg

AVAILABILITY: Janus Books
2501 Industrial Parkway West
Hayward, CA 94545
(415) 887-7070

CHARACTERISTICS: Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test

CONTENT: Consists of nine units: Earning an Income; Understanding Your Paycheck; Getting a Checking Account; Using an Electronic Teller Machine; Writing Checks; Budgeting Your Income; Paying Income Taxes; Getting Credit; and Planning and Saving for the Future.

FORMAT/COST: Study Guide/Workbook, 103 pp.; Teacher Guide, 8 pp.; $4.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skills Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***PCG: Planning Career Goals***

DATE: 1976

DEVELOPER: American Institutes for Research

AVAILABILITY: CTB/McGraw-Hill
2500 Garden Road
Monterey, CA 93940
(800) 538-9547

CHARACTERISTICS: Illustration/Graphics; Index; References

CONTENT: Includes an interest inventory, ability measures, information measures (to determine knowledge of occupations), a student career-planning guide, materials for administering and scoring the test and inter-

	preting the results, and profiles of 151 occupations. Interpretations are based on data from Project Talent.
FORMAT/COST:	Answer Booklet, 2 pp., $18–59.50 (pkg. of 50); Evaluation Instruments (3), 30–70 pp., $30.50–61.60 (pkg. of 50); Manual, 46 pp., $21.80; Reference Materials (2), 44–206 pp., $8.50 each; Scoring Stencils, $7.75 each; Study Guide/Workbook, 54 pp., $6; Teacher Guide, 26 pp., $6; $12 Examination Kit.
AUDIENCE:	Counselors; Students; Teachers/Trainers
GRADE LEVEL:	Secondary Education (9–12)
BLUEPRINT LEVEL:	Academic and Specialized Skill Development
COMPETENCY AREA:	Positive Self-Concept; Career Information; Planning and Decision Skills

★ TITLE: ***Personal Business Management***

DATE:	2nd ed., 1991
AUTHOR:	Ryan, Joan S.
AVAILABILITY:	South-Western Publishing 5101 Madison Road Cincinnati, OH 45227 (800) 543-7972
CHARACTERISTICS:	Glossary; Illustration/Graphics; Index; Objectives; Practice/Hands-on Activities; Pretest/Posttest Materials
CONTENT:	The textbook consists of five parts. Part One, Career Decisions, contains these chapters: Choosing Your Career; Planning Your Career; Adapting to Your Job; and Keeping Your Job. Part Two, Money Management, consists of these chapters: Employee Pay and Benefits; Budgets and Financial Records; Banking; and Federal Income Tax. Part Three, Economic Security, consists of these chapters: Saving for the Future; Investment Choices; and Insurance. Part Four, Credit Management, consists of these chapters: Credit in America; Buying on Credit; Cost of Credit; Personal Decision Making; and Personal Economic Decisions. Part Five, Electronic Information, has two chapters: Information Technology and Coping with Technology and Change. An appendix contains information and exercises for figuring annual percentage and interest rates. The student workbook provides vocabulary exercises, review questions, and supplemental activities for each chapter. The test booklet contains a pretest and final examination that are comprehensive and chapter tests for each chapter of the textbook.
FORMAT/COST:	Study Guide/Workbook, 192 pp., $5.50; Teacher Guide, 160 pp. (free with purchase of text); Test Booklet, 48 pp., $1.35; Text, 416 pp., $15.50.
AUDIENCE:	Students; Teachers/Trainers
GRADE LEVEL:	Secondary Education (9–12)
BLUEPRINT LEVEL:	Academic and Specialized Skill Development
COMPETENCY AREA:	Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Personal Characteristics Needed for Successful Employment***

DATE:	1986
DEVELOPER:	Montana State University, Agricultural and Industrial Education
AVAILABILITY:	Northwestern Curriculum Coordination Center Saint Martin's College Lacey, WA 98503 (206) 438-4456
CHARACTERISTICS:	Illustration/Graphics; Objectives; Units; Practice/Hands-on Activities; Practice Test; References; Performance Checklist
CONTENT:	These instructional materials deal with establishing personal goals; using time on the job wisely; becoming a more resourceful employee; becoming an effective listener on the job; working with others; understanding the importance of personal motivation to job success; appraising one's job performance; and developing and using leadership skills.
FORMAT/COST:	Teacher Guide, 81 pp.; Loan (4 weeks)
AUDIENCE:	Teachers/Trainers
BLUEPRINT LEVEL:	Academic and Specialized Skill Development
COMPETENCY AREA:	Interacting with Others; Achievement and Career Opportunities; Career Information; Planning and Decison Skills

★ TITLE: ***Personality Development for Work***

DATE:	6th ed., 1989
AUTHOR:	Wallace, Harold A.; Masters, L. Ann
AVAILABILITY:	South-Western Publishing 5101 Madison Road Cincinnati, OH 45227 (800) 543-7972
CHARACTERISTICS:	Illustration/Graphics; Index; Objectives; Practice/Hands-on Activities; Practice Test
CONTENT:	Contains fifteen chapters: Understanding Your Inner Self; Developing Your Success Identity; Developing a Positive Attitude; Fitting In and Getting Along; Developing Your Productivity: Motivation; Developing Your Productivity: Work Habits; Working with Coworkers; Getting Along with Your Supervisor; Coping with Conflict; Managing Stress and Emotions; Recognizing Discrimination; Establishing Communication Channels; Getting Your Message Across; Your Standards of Conduct; and Moving Ahead in Your Career.
FORMAT/COST:	Text, 230 pp., $10.10
AUDIENCE:	Students
GRADE LEVEL:	Secondary Education (9–12)
BLUEPRINT LEVEL:	Academic and Specialized Skill Development
COMPETENCY AREA:	Achievement and Career Opportunities; Positive Self-Concept; Interacting with Others; Career Information

TITLE:	***Picking Your Path***
DATE:	1987
AVAILABILITY:	Southern Media Systems P.O. Box 1107 Ocala, FL 32678 (904) 732-2845
CHARACTERISTICS:	Illustration/Graphics

CONTENT: Professor Horace (a puppet) and William Tell (a talking robot) introduce children to the world of work by relating personal characteristics to fourteen career clusters. One occupation in each cluster is highlighted. The accompanying teacher guide provides career information, classroom activities, and a resource list.

FORMAT/COST: Teacher Guide, 16 pp.; Videotape, VHS, 60 min.; $49.99

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Elementary School (K–6)

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

NOTE: Designed for grades 3–6.

TITLE: ***Picture Interest Exploration Survey***

DATE: 3rd rev. ed., 1987

DEVELOPER: Mahoney-Posey, Elizabeth

PUBLISHER: Cambridge Career Products

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: This career-interest inventory is presented in a visual, nonreading format. Occupations are represented by color slides showing only workers' hands performing tasks representative of occupations. Thirteen career clusters based on the ***Occupational Outlook Handbook*** are represented and cross-referenced to the ***Dictionary of Occupational Titles.***

FORMAT/COST: Answer Booklet, 1 pp.; Manual, 78 pp.; Videotape, VHS, $350 (1 manual, 1 videotape, 50 response sheets)

AUDIENCE: Counselors; Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: Suitable for low-level or nonreaders.

TITLE: ***Planning Your Career of Tomorrow***

DATE: 1986

AUTHOR: Paradis, Adrian

AVAILABILITY: VGM Career Horizons
4255 W. Touhy Avenue
Lincolnwood, IL 60646-1975
(800) 323-4900

CHARACTERISTICS: References

CONTENT: Discusses the energy, environmental, and technical issues anticipated for the twenty-first century and describes innovative projects that address these issues. Career opportunities in the field of technology and a variety of other fields are profiled, and additional resources for each field are listed.

FORMAT/COST: Reference Material, 148 pp.; $6.95

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Planning Your College Education: A Practical Approach for Students and Parents***

DATE: 1981

AUTHOR: Rubinfeld, William A.

AVAILABILITY: VGM Career Horizons
NTC Publishing Group
4255 W. Touhy Avenue
Lincolnwood, IL 60646-1975
(800) 323-4900

CHARACTERISTICS: Illustration/Graphics; References; Glossary

CONTENT: Chapter titles are as follows: 'Why Go to College? Junior/Community Colleges and Technical Institutes; Preparation for College; Selecting a College; The Rating of Colleges; Specialized or Liberal Arts Education; Getting into College; College Admissions Tests; Scholarships and Financial Aid; Adjusting to College; Choosing a Career; and Looking Ahead.

FORMAT/COST: Textbook, 150 pp.; $6.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Planning and Decision Skills

TITLE: ***Positively Me***

DATE: 1988

AVAILABILITY: Shared Learning
975 Walnut Street, Suite 253
Cary, NC 27511
(800) 542-7082

CHARACTERISTICS: Illustration/Graphics; Objectives; Units of Instruction; Practice/Hands-on Activities

CONTENT: Uses music as an instructional and motivational tool. Unit titles are as follows: It's Okay to Be Me; Differences Are Nice; Express Yourself; What a Nice World This Would Be; You Can Be as Happy as You Want to Be; I'm Important to Me; Clap Your Hands; Tune In to Your Senses; It's a Super Wuper Duper Day; Consideration; You Can Do It; and I'm Me. Each unit consists of four parts: Introducing the Concepts; Focusing the Concepts through Music; Learning the Concepts through Creative Activities; and Reinforcing the Concepts.

FORMAT/COST: Audiocassettes, 6; Teacher Guide, [100] pp.; $200

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Elementary School (K–6)

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Positive Self-Concept; Interacting with Others

NOTE: Designed for grades K–3. Inservice training is offered, but not required.

SERIES: **The Power of Choice**

TITLE: ***Acting on Your Values***

The Power of Choice

Self-Esteem

DATE: 1987, 1988

PUBLISHER: Live Wire Video Publishers

AVAILABILITY: Crystal Learning
5849 Okeechobee Boulevard, Suite 201
West Palm Beach, FL 33417
(407) 683-0026

CONTENT: Comedian Michael Pritchar[illegible]lks with high school students about how [illegible] make choices and how choices influence the quality of their lives and the directions their lives take.

FORMAT/COST: Teacher Guides, 16 pp. each; Videotapes (3), VHS, 30–60 min. each; $64.95 a set (1 videotape plus 1 teacher guide)

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making

TITLE: ***PREP: An Activity Book to Help You Think about What You Want from Your Work***

DEVELOPER: South Carolina Occupational Information System

AVAILABILITY: The Vocational Studies Center
University of Wisconsin—Madison
Department K
1025 W Johnson Street
Madison, WI 53706
(608) 263-2929

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Practice/Hands-on Activities

CONTENT: An activity book designed to help individuals look at their interests and abilities as they relate to work. Includes activities on interests, school subjects, education and training, abilities, work methods, physical effort, job location, mobility, industries, budgeting, values, decision making, and examining occupations.

FORMAT/COST: Study Guide/Workbook; 45 pp.; $3

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Updated annually.

TITLE: ***Preparing for the Jobs of the 1990's: What You Should Know***

DATE: 1986

AVAILABILITY: Guidance Associates
Communications Park, Box 3000
Mount Kisco, NY 10549
(800) 431-1242

CHARACTERISTICS: Illustration/Graphics

CONTENT: Explores the following topics: key factors that can change the job market, the importance of technology in today's workplace, resources for career planning, self-assessment and career choice, and educational options.

FORMAT/COST: Teacher Guide, 50 pp.; Videotapes (2), VHS, BETA, 30 min. each; $249

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills

☐ TITLE: ***PreVIEW***

AVAILABILITY: Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Self-Paced/Individualized

CONTENT: Utilizes the Florida VIEW Interest Survey, which allows students to locate career clusters that match their needs. Lists pertinent data on 266 occupations in 19 career clusters.

FORMAT/COST: Evaluation Instrument, 4 pp.; Reference Material, [500] pp.; $125

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

TITLE: ***Professional Careers Sourcebook: An Information Guide for Career Planning***

DATE: 1990

AUTHOR: Savage, Kathleen M.; Dorgan, Charity A.; eds.

AVAILABILITY: Gale Research
835 Penobscot Building
Detroit, MI 48226-4094
(800) 347-4253

CONTENT: Provides an overview of resource materials and professional associations which assist in career planning for 111 profiled careers requiring college or specialized education.

FORMAT/COST: Reference Material, 1,049 pp.; $69.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

SERIES: **Project BICEP**

TITLE: ***Career Development Goals***

Career Education Intermediate Knowledge and Aptitude Test

Career Education Primary Knowledge and Aptitude Test

Career Education Resources for Counselors and Teachers, Guidance, Levels K–6

Career Education Resources for Counselors and Teachers, Guidance, Levels 7–12

Career Education: The Connector That Counts—Strategies for Community Studies, Levels 7–12

A Guide to Organizing a Community Involvement Program

The Infusion Process

K–6 Career Awareness Curriculum Model

K–6 Test Specimen Manual

Middle School/Junior High Curriculum Model

Passport to the World of Work

Study Skills: Who Needs Them? Levels K–6

Study Skills: Who Needs Them? Levels 7–12

Would I Hire Me? Preparing for Your Future

DATE: 1983

AVAILABILITY: Project BICEP
Barnstable High School
744 W Main Street
Hyannis, MA 02601
(508) 771-1721

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; References

CONTENT: Project BICEP (Barnstable Instructional Career Education Program) consists of a comprehensive infused career-development curriculum for K–12.

FORMAT/COST: Evaluation Instruments (2), 2 pp. each, $50 package of 100; Manuals (2), [50]–86 pp. each, $5 each; Reference Material (2), 480–560 pp. each, $25 each; Study Guides/Workbooks (2), [32]–225 pp. each, $0.25–25 each; Teacher Guides (12), 349–560 pp. each, $20–25 each; Transparencies/Masters (2 sets), $12–15 a set

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Elementary School (K–6); Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

NOTE: Additional titles for K–6 Career Awareness Curriculum Module: *Social Studies*, *Reading/Language Arts*, and *Science/Health*. Additional titles for Middle School/Junior High Curriculum Model: *English*, *Mathematics*, *Science*, *Home Economics*, *Fine Arts*, and *Industry and Technology*.

TITLE: ***Project CERES***

DATE: 1983

DEVELOPER: National Diffusion Network

AVAILABILITY: Ceres Unified School District
Curriculum and Instruction Department
P.O. Box 307
Ceres, CA 95307
(209) 538-0148

CHARACTERISTICS: Competency-Based; Instructor Record Sheet(s); Objectives; Practice/Hands-on Activities; Pretest/Posttest Materials

CONTENT: CERES (Career Education Responsive to Every Student) is a comprehensive career-education infusion plan for grades K–12. Activities cover the following topics: self-awareness, career awareness, educational awareness, attitude development, consumer competencies, and economic awareness.

FORMAT/COST: Curriculum Guides, 4, 95–452 pp. each, $20 each; Evaluation Instruments, 7, 8–13 pp. each, $5 each; Guides (2), 75–100 pp. each, $15–30 each; Study Guides/Workbooks, 40, 5–20 pp. each, $250 a set; Teacher Guide, 48 pp., $5; Training cost: $400 a day plus travel expenses

AUDIENCE: Special-Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Emotionally Handicapped

GRADE LEVEL: Elementary School (K–6); Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

NOTE: Cited as an exemplary program in the National Diffusion Network's Programs That Work. Adoption of CERES requires that school staff participate in a six-hour training session provided by members of the CERES project. Study Guides/Workbooks are blackline masters and may be duplicated.

TITLE: ***Project Discovery: A Career Exploration and Assessment System***

DATE: 1971–1989

PUBLISHER: Education Associates

AVAILABILITY: Interactive Resources
P.O. Box 80
Fort Lauderdale, FL 32302-80
(305) 522-1881

CHARACTERISTICS: Practice/Hands-On Activities

CONTENT: Consists of a set of structured activities for each of the following titles: Accounting and Bookkeeping, Advertising and Editorial Design, Animal Care, Autobody Repair, Banking and Credit, Biological Sciences and Technology, Cleaning Maintenance, Computer Discovery, Consumer Services, Dental Care, Drafting, Electricity, Filing, Food Service, Food Technology, Graphic Artist, Greenhouse Work, Grocery Clerking, Hair Care and Styling, Law Enforcement, Mail Handling, Management, Masonry, Medical Records, Meteorology, Plumbing, Printing Processes, Public Health Nutrition, Religious Service, Retailing, Sales Representative, Senior Citizens, Sewing,

Shorthand, Skin and Nail Care, Small Engine Repair, Table Service, Trucking, Upholstery, and Wall Covering. A guidance and counseling component assists teachers in implementing the career-guidance process.

FORMAT/COST: Multimedia Kits (43), $179–1,229 each

AUDIENCE: Special-Needs Students; Students

EXCEPTIONALITIES: Learning Disabled, Hearing Impaired, Speech and Language Impaired, ESL, Emotionally Handicapped

GRADE LEVEL: Middle School (6–8), Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration, Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

NOTE: Listed as an Exemplary Education Program in NDA's *Educational Programs That Work* Some of the titles have special-education editions

☐ TITLE: ***Project SCOPE***

SERIES: **Florida Challenge Grant Program for the Gifted**

DATE: 1984

DEVELOPER: Northeast Florida Educational Consortium

AVAILABILITY: Department of Education
Bureau of Education for Exceptional Students
Clearinghouse/Information Center
Florida Education Center, Suite 628
Tallahassee, FL 32399-0400
(904) 488-1879

Northeast Florida Educational Consortium
P.O. Box 198
Bostick, FL 32007
(904) 328-8811

CONTENT: Project SCOPE (System of Career Opportunities to Promote Excellence) was designed to develop career awareness in secondary students. It sought to acquaint students with a variety of careers and professions and provide students with a means for researching and exploring their chosen fields, while stressing responsibility and independent learning. Shadowing, career research, community awareness, self-assessment, and self-awareness were highlights of the program. The teacher guide presents the project's timelines, procedures, and lesson plans as well as student forms and activities.

FORMAT/COST: Teacher Guide, 253 pp., free

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: Gifted

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: For a complete list of titles in this series, see **Florida Challenge Grant Program for the Gifted** in the series index of this guide

☐ TITLE: ***Project S.P.I.C.E. (Special Partnership in Career Education)***

DATE: 1982

DEVELOPER: The School Board of Volusia County, Florida

AVAILABILITY: Hillcrest Vocational Center
1200 2nd Avenue
Daytona Beach, FL 32114
ATTN: Debbie MacGinnis
(904) 253-0193

CHARACTERISTICS: Objectivies; Practice/Hands-on Activities

CONTENT: Utilizes community career consultants, on-site experiences, classroom instruction, and student projects. Offers six modules for classroom instruction to be infused into the regular curriculum: Self-Awareness, Attitudes and Appreciations, Career/Emotional Awareness, Decision Making/Beginning Competency, Economic Awareness, and Employability Skills.

FORMAT/COST: Guide, [75] pp.; Modules/LAPs (6), [40]–[65] pp. each; $9 a set

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired; EMH; Emotionally Handicapped

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Career Information; Planning and Decision Skills

SERIES: **Ready, Willing, and Able**

TITLE: ***Ready, Set . . . Go!*** (2 volumes)

To Be Employed

To Be Independent

To Be Me

DATE: 1987

DEVELOPER: North Central Technical Institute

AVAILABILITY: Vocational Studies Center
University of Wisconsin—Madison
Publications Unit
1025 W Johnson Street, Room 964
Madison, WI 53706
(608) 263-2929

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; References

CONTENT: Key topics covered in these employability materials for special-needs women include learning coping skills; building personal support systems; working at personal growth to achieve a state of wellness; career assessment; work values; personality profiles; job opportunities and nontraditional careers; education and training; setting goals and making decisions; how to tell your employer about your disability; job search methods, resume writing, and interviewing; protecting your rights as a disabled citizen; selecting employment support services; and dealing with others assertively. The two-volume staff handbook (***Ready, Set . . . Go!***) provides instructors and career-guidance professionals with guidelines for incorporating these materials into a comprehensive program of support services for disabled women and girls.

FORMAT/COST: Study Guide/Workbook, 241 pp., $16; Teacher Guides (2), 438–487 pp. each, $65; Videotapes (3), 28 min. each, 1/2 VHS, $89 each

AUDIENCE: Counselors; Special-Needs Students; Teachers/Trainers

GRADE LEVEL: Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills

TITLE: ***Real Jobs for Real People***

DATE: 1988

AUTHOR: Piltch, Benjamin

AVAILABILITY: Pendergrass Publishing Company
P.O. Box 66
Phoenix, NY 13135
(315) 695-7261

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Explores the aspects of fifteen occupations. Each scenario is followed by exercises designed to increase student's reading-comprehension, spelling, and critical-thinking skills.

FORMAT/COST: Study Guide/Workbook, 60 pp., $3.95. Teacher Guide, 10 pp., $1.25

AUDIENCE: Students; Teacher/Trainers

GRADE LEVEL: Elementary School (K–6); Middle School (6–8)

BLUEPRINT LEVEL: Self- and Career Awareness; Career Orientation and Exploration

COMPETENCY AREA: Career Information

NOTE: Publisher's estimated reading level: grade 3

TITLE: ***Real Life Employment***

DATE: 1990

AVAILABILITY: Scholastic
P.O. Box 7501
2931 E McCarty Street
Jefferson City, MO 65102
(800) 325-6149

CHARACTERISTICS: Glossary; Illustration/Graphics; Objectives; Units of Instruction; Practice/Hands-on Activities; Pretest/Posttest Materials

CONTENT: A series of exercises in vocabulary, reading, writing, and interpretation in the following subject areas: job hunting, working in stores, general office work, specialized office jobs, service jobs, working with your hands, government jobs, and new jobs/new technology.

FORMAT/COST: Study Guide/Workbook, 128 pp., $5.25. Teacher Guides (2), 31–128 pp., $3–5.25. Transparencies/Masters, 40, $26.95. $105.15 a kit (20 workbooks, 8 transparencies, 32 masters, 1 teacher guide, 1 teacher edition workbook)

AUDIENCE: Special Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Emotionally Handicapped; ESL

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Right from the Start***

DATE: 1989

AUTHOR: Hoffner, Sara E.; Logan, Isabel

PUBLISHER: The Palm Beach Post

AVAILABILITY: Crystal Learning
5849 Okeechobee Boulevard, Suite 201
W Palm Beach, FL 33417
(407) 683-0026

CHARACTERISTICS: Instructor Record Sheet(s)

CONTENT: Presents activities grouped by the following chapters: Who Am I? Where Do I Fit In? Exploring Career Clusters; Exploring Attitudes; Staying on Track (decision making/problem solving).

FORMAT/COST: Study Guide/Workbook, 30 pp., $3; Teacher Guide, 70 pp., $29.95 or $19.95 with 25 copies of workbook

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Elementary School (K–6)

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

NOTE: Designed for grades 3–6

TITLE: ***The Right Job***

DATE: 1986

AVAILABILITY: Sunburst Communications
39 Washington Avenue
Pleasantville, NY 10570-9971
(800) 431-1934

CHARACTERISTICS: Self-Paced/Individualized; Instructor Record Sheet(s); Objectives; Practice/Hands-on Activities; Practice Test; Pretest/Posttest Materials; Student Progress Chart(s)

CONTENT: These key topics are included: exploring your skills and interests, rating your skills, completing employment applications, searching for job information, and doing follow-up and other job-search activities.

FORMAT/COST: Computer Software, 4 disks; Teacher Guide, 83 pp.; $189

SYS REQ: Apple II Family (48K), 5 1/4 in.

AUDIENCE: Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; EMH; Emotionally Handicapped

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Rokeach Value Survey***

DATE: 1983

AUTHOR: Rokeach, Milton

AVAILABILITY: Consulting Psychologists Press
577 College Avenue
Palo Alto, CA 94306-1490
(800) 624-1765

CONTENT: Consists of two lists of eighteen values each, which participants rank according to the importance of each as a guiding principle. The first list consists of terminal values, or values related to what one wants out of life. The second list contains instrumental values, or values that relate to ways of behaving.

FORMAT/COST: Evaluation Instrument, 4 pp., $2 each; $31 (pkg. of 25)

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Planning and Decision Skills

NOTE: ***The Nature of Human Values*** serves as the manual for this instrument (see separate entry in this guide). Approximate time: 10–20 minutes. Self-scoring.

TITLE: ***RX4LD: How to Join the Job Club***

DATE: 1985

AUTHOR: Phoenix, David D.

AVAILABILITY: Academic Therapy Publications
20 Commercial Boulevard
Novato, CA 94949-6191
(800) 422-7249

CHARACTERISTICS: Illustration/Graphics; Practice Test

CONTENT: Designed for use in a wide variety of settings, e.g., vocational rehabilitation, the special-education classroom, the counseling center, etc. Addresses the following topics: learning how to learn; jobs, careers, and lifestyles; intelligence and learning disabilities; Maslow's Hierarchy of Needs; career exploration; first impressions; self-concept, identity, and independence; communication and miscommunication; qualities that employers are looking for; motivation and success in the work world; preparing for a job interview; and job survival skills.

FORMAT/COST: Study Guide/Workbook, 176 pp., $10

AUDIENCE: Special-Needs Students

EXCEPTIONALITIES: Learning Disabled

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***The Salience Inventory***

DATE: 1986

AUTHOR: Nevill, Dorothy D.; Super, Donald E.

AVAILABILITY: Consulting Psychologists Press
577 College Avenue
Palo Alto, CA 94306-1490
(800) 624-1765

CHARACTERISTICS: References

CONTENT: Comprised of 170 items rated on a 4-point scale. Assesses the importance of five major life roles: student, worker, homemaker, leisurite, and citizen. Each role is assessed both behaviorally and affectively through three perspectives: participation, commitment, and value expectations. Helps to evaluate participants' readiness for career decisions and increase their exposure to work and occupations.

FORMAT/COST: Answer Booklet, 2 pp., $19 (pkg. of 50); Evaluation Instrument, 6 pp., $18 (pkg. of 25); Manual, 42 pp., $11; Report Form, 1 pp., $12 (pkg. of 50); $9 Specimen Set (includes 1 manual, 1 test booklet, and 1 profile)

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills; Life Roles and Careers

NOTE: Approximate time: 30–45 minutes. May be scored by hand or by computer. A computer-scoring service will plot fifteen subscales and provide local percentiles and group summary data for each batch of answer sheets sent. Purchaser must have satisfactorily completed a course in the interpretation of psychological tests and measurement at an accredited college or university.

TITLE: ***School Counseling Programs: A Resource and Planning Guide***

DATE: 1986

AUTHOR: Wilson, Pamela J., and others

AVAILABILITY: Wisconsin Department of Public Instruction
P.O. Box 7841
Madison, WI 53707
ATTN: Business Office
(608) 266-2188

CHARACTERISTICS: Parents' Materials; Illustration/Graphics; References

CONTENT: Presents the Wisconsin Developmental Guidance Model (WDGM), including K–12 developmental competencies, guidelines for organizing resources, planning, and implementation, and sample materials for planning and evaluation.

FORMAT/COST: Guide, 114 pp., $15

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***School Subjects = Careers***

DATE: 1988

AVAILABILITY: Chronicle Guidance Publications
P.O. Box 1190
Moravia, NY 13118-1190
(800) 622-7284

Southern Media Systems
P.O. Box 1107
Ocala, FL 32678
(904) 732-2845

CHARACTERISTICS: Illustration/Graphics

CONTENT: Gives students a list of occupations, based on selected educational requirements, in the following subjects: agriculture, art, business, computers, English, foreign languages, health, home economics, mathematics, music, physical education, science, social studies, and technologies. The printed *Career Profile Guide* provides information about the work performed, education and training, qualifications, salary and occupational outlook, related occupations, and other sources of information for each occupation in the program.

FORMAT/COST: Computer Software, 1 disk; Guide, 5 pp.; Reference Material, 194 pp.; $79

SYS REQ: Apple II Family, 3 1/2 in. or 5 1/4 in.; IBM PC Family, 3 1/2 in. or 5 1/4 in.

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

☐ TITLE: ***School/Work Transition: A Bibliography***

DATE: 1988

AVAILABILITY: Florida Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CONTENT: Contains information on transitional programs for the physically or mentally challenged or disadvantaged student. Citations include descriptive, evaluative, and research reports; guides; information analyses; opinion papers; and reference materials.

FORMAT/COST: Bibliography, 12 pp., free

AUDIENCE: Counselors; Teachers/Trainers

EXCEPTIONALITIES: Physically Impaired; EMH; TMH; Emotionally Handicapped

BLUEPRINT LEVEL: Professional Career Development Materials

COMPETENCY AREA: Career Information

TITLE: ***The Secret of Job Success: Self-Management Skills***

DATE: 1989

AVAILABILITY: Pleasantville Media
Suite HW
P.O. Box 415
Pleasantville, NY 10570
(800) 431-2434

CHARACTERISTICS: Objectives; References; Activities

CONTENT: Covers the following topics: the importance of reliability, promptness, willingness to learn, and cooperativeness to job success; and the importance of these self-management skills to an employer's perception of an employee's performance.

FORMAT/COST: Teacher Guide, 41 pp.; Videotape, 25 min., 1/2 in. VHS; $165

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Achievement and Career Opportunities

TITLE: ***Section IIB, Introduction to Service Occupations Skills***

SERIES: **Basic Vocational Education**

DATE: 1987

DEVELOPER: Mississippi Department of Education, Bureau of Vocational and Technical Education

AVAILABILITY: Southeast Curriculum Cooordination Center
Research and Curriculum Unit
P.O. Drawer DX
Mississippi State, MS 39762
(601) 325-2510

CHARACTERISTICS: Glossary; Objectives; Units; Practice/Hands-on Activities; Practice Test; References

CONTENT: Contains six units: Grooming and Personal Appearance on the Job, Health Practices on the Job, Communications in Personal Services, Filing Practices, Recordkeeping in Personal Services, and Balancing Work and Family Activities. Each guide provides objectives, instructional procedures, learning activities, and evaluation activities.

FORMAT/COST: Teacher Guides, 29–77 pp. each, Loan (4 weeks)

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Life Roles and Careers

TITLE: ***SEEK: Self-Evaluation and Exploration Kit***

DATE: 1982

AVAILABILITY: Chronicle Guidance Publications
P.O. Box 1190
Moravia, NY 13118-1190
(800) 622-7284

CHARACTERISTICS: Illustration/Graphics

CONTENT: Allows students to assess their interests according to the ***Guide for Occupational Exploration*** clusters; learn about duties, working conditions, education, personal traits, and earnings for jobs of interest; and prepare a job outline and educational plan for jobs they explore.

FORMAT/COST: Study Guide/Workbook, 20 pp.; Teacher Guide, 32 pp.; Cards, 304; $89.95 (includes 30 Student Activity Booklets, 1 Teacher Guide, and 304 Job Profile cards)

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills

NOTE: Publisher's estimated reading level: grade 5. Revised edition to be available by mid-1990.

TITLE: ***Self-Appraisal Instructional Guide***

SERIES: **Career Investigation**

DATE: 1984

AUTHOR: Hendrix, Mary W.

AVAILABILITY: Educational Development and Training Center
East Texas State University
Commerce, TX 75428
(800) 356-3382

CHARACTERISTICS: Illustration/Graphics; Objectives; Units of Instruction; Practice/Hands-on Activities; Pretest/Posttest Materials

CONTENT: Organized into the following seven units: Understanding Yourself, Attitudes, Interests, Abilities, Aptitudes, Leadership, and Coping with Change. Each unit includes activity sheets and transparency masters.

FORMAT/COST: Teacher Guide, 299 pp., $16

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Planning and Decision Skills

NOTE: For a complete list of titles in this series, see **Career Investigation** in the series index of this guide. Designed for use with middle school students.

TITLE: ***Self-Description Inventory***

DATE: 1975

AUTHOR: Johansson, Charles B.

AVAILABILITY: National Computer Systems
Professional Assessment Services
P.O. Box 1416
Minneapolis, MN 55440
(800) 328-6759

CONTENT: Measures eleven personality dimensions plus Holland's RIASEC vocational orientations.

FORMAT/COST: Evaluation Instrument, 2 pp., $2.15–4.25 each; Manual, 62 pp., $8; $10.25 Specimen Set (includes 1 manual and 1 Profile ScorForm)

AUDIENCE: Counselors; Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

NOTE: Approximate time: 15–20 minutes. Computerized scoring by NCS provides profile report for each participant.

TITLE: ***The Self-Directed Search: A Guide to Educational and Vocational Planning***

DATE: 1985

AUTHOR: Holland, John L.

PUBLISHER: Psychological Assessment Resources

AVAILABILITY: Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, Florida 32399-0400
(904) 488-0400

CHARACTERISTICS: References

CONTENT: Helps users evaluate their abilities, skills, and interests. Based on Dr. John Holland's theory of personality, which categorizes people into six types: Realistic, Investigative, Artistic, Social, Enterprising, or Conventional. Users score their own answers and then refer to the *Occupations Finder* and the *College Majors Finder* to identify occupations that match their personality type. The occupations are referenced with DOT job titles.

FORMAT/COST: Print version: Evaluation Instruments (2), 15 pp. each, $18 package of 25; Manuals (2), 47–96 pp. each, $10.20 each; Reference Material (2), 14–22 pp. each, $16.55–23 each, package of 25; Study Guides/Workbooks (2), 8 pp. each, $8.50–9 each, package of 25; $50 Professional Kit (includes professional manual, manual supplement, 25 sets of assessment booklets and Occupations Finders, and 25 *You and Your Career* booklets); $26 Form E(asy) Kit (includes 25 assessment booklets and 25 Job Finders); Computerized version: Computer Software, 2–3 disks; Evaluation Instrument, 15 pp., $18 package of 25; Manual, 65 pp., $350 a set (includes disks and manual)

SYS REQ: Apple Family (64k); IBM PC Family (256k), 3 1/2 in. or 5 1/5 in.

AUDIENCE: Special-Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; ESL

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Planning and Decision Skills

NOTE: Available in three versions: *Self-Directed Search*, *Self-Directed Search Form E(asy)*, *Self-Directed Search: Interpretive Report* (computerized version). Publisher's estimated reading level for Form E: grade 4. *The Self-Directed Search: Interpretive Report* allows the administrator to batch-process a large number of booklets. It may be used an unlimited number of times.

TITLE: ***Self-Image and Your Career***

DATE: 1988

AVAILABILITY: Pleasantville Media
Suite HW
P.O. Box 415
Pleasantville, NY 10570
(800) 431-2434

CHARACTERISTICS: Objectives; Practice/Hands-on Activities; References

CONTENT: Identifies the key components of self-image and explores them in relation to career exploration and development.

FORMAT/COST: Teacher Guide, 46 pp.; Videotape, 38 min., 1/2 in. VHS; $205

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Social Skills on the Job: Career and Social Skills Training*** (CAST)

DATE: 1989

AUTHOR: Darrah, Frank; Etscheidt, Susan; Struck, John; Callahan, William

DEVELOPER: The Conover Company

AVAILABILITY: Southern Media Systems
P.O. Box 1107
Ocala, FL 32678
(904) 732-2845

CHARACTERISTICS: Competency-Based; Self-Paced/Individualized; Instructor Record Sheet(s); Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Pretest/Posttest Materials; Student Progress Chart(s); References; Performance Checklist; On-Disk Management System

CONTENT: A comprehensive social-skills assessment and remediation program. The goal of the program is to provide students with exposure to the social skills necessary to perform jobs within a given career cluster. Step I of the program requires the student to view one of thirteen career-area videos to determine the areas in which he or she is interested. The videos are divided into the thirteen career clusters that are defined by the U.S. Department of Education and cover a total of thirty-three careers. The student views the video and actually sees workers in typical job settings using the social skills appropriate for that job. Step II involves self-assessment to determine the student's strengths and weaknesses on the social skills that he or she has just seen in action on the videotape. Step III is remediation of those skills on which the student needs assistance. The *Social Skills Manual* provides all the remediation exercises necessary for each career area. A three-disk packet of computerized activities is also part of this step of the program. Step IV, a postassessment, determines the student's social-skills acquisition. The social skills on which the program concentrates fall into three categories: personal social skills (taking responsibility, being dependable, telling the truth, etc.); initiating social skills (greeting others, initiating conversations, asking for help or assistance, etc.); and responding social skills (listening and responding, following instructions, responding to peer pressure, etc.). Also included are the following: videotapes for use in training teachers to administer this program and for teaching students effective communication skills on the job; and a manual for program administrators that provides reproducible forms for various parts of the program.

FORMAT/COST: Computer Software, 3 disks; Study Guides/Workbooks (156), 12–18 pp. each; Teacher Guides, 183–246 pp. each; Videotapes (35), 15–53 min. each, 1/2 in VHS; $1,695

SYS REQ: Apple II Family (48k), 5 1/4 in., 2 disk drives; IBM Family (256k), 5 1/4 in. or 3 1/2 in., 2 disk drives

AUDIENCE: Special-Needs Students; Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Physically Impaired; Speech and Language Impaired; ESL; EMH; Emotionally Handicapped

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Interacting with Others

NOTE: A short version of this program is also available ($995). It includes all of the above minus seven of the career-area videos. The purchaser chooses the career-cluster videos that he or she wishes to purchase.

SERIES: **Special Ed Packets**

TITLE: ***Educable Retarded Edition***

Orthopedically Handicapped Edition

Hearing Impaired Edition

DATE: 1989

PUBLISHER: Career Aids

AVAILABILITY: Careers
P.O. Box 135
Largo, FL 34649-0135
(813) 584-7333

CHARACTERISTICS: Objectives; Pretest/Posttest Materials

CONTENT: Helps students gain direction by providing them with occupational information that is realistic for their handicaps and activities to help them assess their abilities and potentials.

FORMAT/COST: Mini-Briefs (53–100), Teacher Guide, 11 pp.; Transparencies/Masters, 22–23; $76 Educable Retarded, $86 Orthopedically Handicapped, $98 Hearing Impaired

AUDIENCE: Special-Needs Students; Teachers/Trainers

EXCEPTIONALITIES: Hearing Impaired; Physically Impaired; Speech and Language Impaired; EMH

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Stepping Stones Software for Pacemaker Career Readers***

SERIES: **Pacemaker Career Readers**

DATE: 1987

AUTHOR: Stolurow, Lawrence; Paul, Linda; Robinson, Nelson; Lyerla, Trilla

AVAILABILITY: Fearon Education
500 Harbor Boulevard
Belmont, CA 94002
(800) 877-4283

CHARACTERISTICS: Illustration/Graphics; Objectives

CONTENT: As a follow-up activity, the software contains skills-focused lessons based on each story and provides corrective feedback and reinforcement after each question. As students assume job roles and receive pay for correct answers, they increase their understanding of the job duties and develop comprehension, vocabulary, and language skills.

FORMAT/COST: Computer Software, 10 disks, $36 each; Teacher Guide, 46 pp.; $249 (10 disks and 1 teacher guide)

SYS REQ: Apple II Family, 5 1/4 in.

AUDIENCE: Special-Needs Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Emotionally Handicapped; ESL

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

NOTE: Publisher's estimated reading level: grade 3.

TITLE: ***Strategies for Getting an Overseas Job***

DATE: 1989

AUTHOR: Parsons, Kenneth O.

AVAILABILITY: Pilot Industries
103 Cooper Street
Babylon, NY 11702
(516) 422-2225

CONTENT: Includes the following chapters: Companies That Hire for Overseas Jobs; Targeting Your Job; Your Representative: Your Resume; Preparing for Your Interview; and Performance Requirements.

FORMAT/COST: Guide, 30 pp., $3.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Strategies for Implementing Interest and Aptitude Assessment in Alabama Schools: Grade 8–Grade 12***

DATE: 1985–1988

AVAILABILITY: Alabama State Department of Education
Counseling and Career Guidance Section
Gordon Persons Building, Room 3318
50 N Ripley Street
Montgomery, AL 36130
(205) 242-8049

CONTENT: Intended for use as supplements to the Ohio Vocational Interest Survey (OVIS II) and the Differential Aptitude Tests (DAT), but the self-evaluative activities they contain may be used independently. The eighth-grade strategies are intended to get students thinking about interests, aptitudes, and goals as they relate to career planning. The ninth-grade strategies prepare students for taking the OVIS II and the DAT by familiarizing them with the tests. The tenth-, eleventh-, and twelfth-grade strategies help students to utilize the test plan, to evaluate the career choices they make, and to supplement those choices with job-seeking skills. Each guide contains directions for use, checklists of student objectives and preparation activities, discussion questions, and student activities.

FORMAT/COST: Teacher Guides (5), 39–96 pp. each, free

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Planning and Decision Skills

NOTE: Separate publications are available for each grade level from the ninth through the twelfth.

TITLE: ***Strong Interest Inventory, Form T325***

DATE: Rev. ed., 1985

AUTHOR: Strong, Edward K., Jr.; Hansen, Jo-Ida C.; Campbell, David P.

AVAILABILITY: Consulting Psychologists Press
577 College Avenue
Palo Alto, CA 94306
(800) 624-1765

CONTENT: Consists of 325 items (rated on a 3-point scale), which inquire about participants' interest in a wide range of occupations, occupational activities, leisure activities, school subjects, and types of people. Answers are scored on 6 General Occupational Themes, 23 Basic Interest Scales, 207 Occupational Scales, 2 Special Scales, and 10 Administrative Indexes. Supplemental materials provide background information, interpretation guidelines, occupational information, interpretation guidelines, occupational descriptions, and career-planning exercises.

FORMAT/COST: Answer Booklet, 2 pp., $10–77 (pkg. of 10); Evaluation Instrument, 4 pp., $10.75 (pkg. of 25); Guides (3), 24–249 pp. each, $4–48 each; Manuals (2), 12–178 pp. each, $12–17 each; $8 Specimen Set (includes Brochure, Test Booklet, and Profile Report and Interpretive Report Answer Sheets)

AUDIENCE: Counselors; Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Approximate time: 30 minutes. Publisher's estimated reading level: grade 6. Also available in Spanish. Two scoring options are available: (1) A software system which may be purchased allows administrators to score and create interpretive profiles; (2) CPP offers mail-in scoring services which can provide either a summary profile, an interpretive report, an expanded interpretive report, or a topical report. Additional titles: *Career Development Guide for Use with the Strong-Hansen Occupational Guide*; *The Strong Manual*; *Strong Topical Report Manual*; and *The Strong User's Guide*.

TITLE: ***Succeeding in the World of Work***

DATE: 4th ed., 1986

AUTHOR: Kimbrell, Gary; Vineyard, Ben

AVAILABILITY: Glencoe Publishing Company
15319 Chatsworth Street
Mission Hills, CA 91345-9509
(800) 257-5755

CHARACTERISTICS: Glossary; Illustration/Graphics; Index

CONTENT: The textbook is divided into five main sections. The first, Planning Your Future, consists of chapters titled The World of Work: Choices and Challenges; Getting to Know Yourself; Researching Careers; and Planning for Success. The second section, Entering the World of Work, contains the following chapters: Finding and Applying for a Job; You, Your Employer, and Your Co-Workers; Progress toward Your Career Goal; Your Personal Effectiveness; and Your Personal Safety. The third section, Developing Your Skills and Understanding, consists of the following chapters: Communication Skills; Math Skills; Computer Literacy; The Changing Workplace: Our Economic System; Becoming an Entrepreneur; and Leadership in the World of Work. The fourth section, Becoming a Wise Consumer, contains the following chapters: You, the Consumer; Managing Your Money; Banking Services: Savings and Checking; Using Credit; and Buying Insurance. The fifth, Meeting Your Adult Responsibilities, consists of these chapters: Handling Legal Matters; Paying Taxes; Social Security Services; and Your Changing Role. The student workbook provides extra activities that address lifestyle issues, decision making, values and interests, communication and math aptitudes and skills, personality and self-concept, career-interest areas, library resources and career research, job leads, job applications and letters of application, attitudes and interpersonal skills, job advancement, grooming and appearance, job safety, business writing, computer literacy, government, entrepreneurship, management of finances, legal matters, stress reduction, and time management.

FORMAT/COST: Study Guide/Workbook, 282 pp., $6.66; Teacher Guide, 530 pp., $24.72; Text, 402 pp., $18.99

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Successful Transitions: A Guide through the Employment Process***

DATE: 1987

AUTHOR: Morford, Ted R.; Mauer, Shelley M.

AVAILABILITY: Education Associates
8 Crab Orchard Road
P.O. Box Y
Frankfort, KY 40602
(800) 626-2950

CHARACTERISTICS: Glossary; Illustration/Graphics; Index; References

CONTENT: Includes the following key topics: establishing employment and life goals; education/skills required for employment; self-assessment; job searching; developing a resume; finding job openings; following up on job leads; completing job applications; interviewing; accepting jobs; and interpersonal communication skills.

FORMAT/COST: Guide, 172 pp., $7.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Successful Vocational Rehabilitation of Persons with Learning Disabilities: Best Practices***

DATE: 1989

AVAILABILITY: Wisconsin Association for Children and Adults with Learning Disabilities
6213 Middleton Springs Drive, Suite 107
Middleton, WI 53562
(608) 836-9722

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: Includes techniques for using such career-development assessment instruments as the Career Decision-Making System and the Vocational Decision-Making Interview, as well as other instruments and methods of determining client eligibility. In addition, approaches to ensuring employment readiness, such as interviewing skills and job-keeping skills, are discussed.

FORMAT/COST: Guide, 600 pp., $35

AUDIENCE: Counselors

EXCEPTIONALITIES: Learning Disabled

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Teacher's Guide and Resource: Janus Employability Skills Program***

SERIES: **Employability Skills Program**

DATE: 1990

AUTHOR: Feichtner, Sheila H.

AVAILABILITY: Janus Books
2501 Industrial Parkway West
Hayward, CA 94545
(415) 887-7070

CHARACTERISTICS: Glossary; Objectives; Practice/Hands-on Activities; Practice Test; Pretest/Posttest Materials; Student Progress Chart(s); References; Performance Checklist; Worksheets

CONTENT: Designed to help at-risk populations seek, obtain, and maintain employment. Key topics addressed include job-seeking skills, job applications and interviewing, resumes, displaying appropriate work behaviors, interpersonal and intrapersonal skills, and basic mathematics and language literacy.

FORMAT/COST: Teacher Guide, 258 pp., $39.95

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: ESL; EMH; TMH; Emotionally Handicapped

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

NOTE: For a complete list of titles in this series, see ***Employability Skills Program*** in the series index of this guide.

TITLE: ***Teen-agers at Work***

DATE: 1988

AUTHOR: Dogin, Yvette

AVAILABILITY: Pendergrass Publishing Company
P.O. Box 66
Phoenix, NY 13135-0066
(315) 695-7261

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Describes six occupations suitable for teens and includes a section entitled Worker's Holidays. After each description are several pages of related exercises which develop students' reading-comprehension, spelling, vocabulary, mathematics, and critical-thinking skills.

FORMAT/COST: Study Guide/Workbook, 62 pp., $3.75; Teacher Guide, 20 pp., $1.25

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Elementary School (K–6); Middle School (6–8)

BLUEPRINT LEVEL: Self- and Career Awareness; Career Orientation and Exploration

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

NOTE: Publisher's estimated reading level: grade 3.

TITLE: ***Temperament and Values Inventory***

DATE: 1976

AUTHOR: Johansson, Charles B.; Webber, Patricia L.

AVAILABILITY: National Computer Systems (NCS)
Professional Assessment Services
P.O. Box 1416
Minneapolis, MN 55440
(800) 328-6759

CONTENT: Consists of 230 items—133 true-false and 97 items with a 5-point rating scale. Participants are measured on Personal Characteristics Scales and Reward Values Scales.

FORMAT/COST: Evaluation Instrument, 4 pp., $2.15–10 each; Manual, 82 pp., $8; $14.25 Specimen Set (includes 1 manual, 1 Profile ScorForm, and 1 Interpretive ScorForm)

AUDIENCE: Counselors; Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

NOTE: Approximate time: 20–30 minutes. Publisher's estimated reading level: grade 8. Computer-scored by NCS, with two options: Profile Report provides scores plotted graphically; Interpretive Report is a ten-page individualized narrative.

TITLE: ***The Three Boxes of Life and How to Get Out of Them: An Introduction to Life/Work Planning***

DATE: 1981

AUTHOR: Bolles, Richard N.

AVAILABILITY: Ten Speed Press
P.O. Box 7123
Berkeley, CA 94707
(415) 845-8414

CHARACTERISTICS: Illustration/Graphics; Index; Reference

CONTENT: Chapter titles are as follows: The Three Boxes of Life; How to Get Out of Them: Life/Work Planning; Life Long Learning; Life Long Working; Life Long Leisure or Playing; and Beyond Life/Work Planning.

FORMAT/COST: Manual, 466 pp., $11.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills; Life Roles and Careers

☐ TITLE: ***TIPS for Successful Employment and Living***

DATE: 1990

AVAILABILITY: Florida Department of Education
Division of Vocational, Adult and Community Education
Bureau of Career Development
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400
(800) 342-9271

CHARACTERISTICS: Self-Paced/Individualized; Instructor Record Sheet(s); Illustration/Graphics; Practice Test; Pretest/Posttest Materials

CONTENT: ***TIPS for Successful Employment and Living*** is a comprehensive, computerized employability-skills development program. It consists of a user-orientation segment which briefly provides information on what the program is and how to run it; an overview of the three major content categories—The Job Search, Once You're on the Job, and Enhancing Personal Life Skills; pre-assessment instruments, called Pathfinders, for each of the three categories (these instruments indicate to the user how much basic employability information he or she already has); and twenty-one instructional modules divided into the three content categories (each module consists of an interactive presentation of information and instruction, and self-check exercises). The content category "The Job Search" consists of ten modules: Preparing for Your Job Search; Planning for Your Job Search; Finding Job Leads; Writing Your Resume; First Contact with an Employer; Researching a Prospective Employer; Taking Pre-employment Tests; Preparing for Your Interview; Being Interviewed and Analyzing It; and Deciding to Accept or Reject a Job Offer. The content category "Once You're on the Job" consists of five modules: the Getting Ahead on the Job Game; Resigning from a Job; Losing a Job; Understanding Underemployment; and Changing Careers. The content category "Enhancing Personal Life Skills" consists of six modules: Your Paycheck and Taxes; Banking, Budgeting, and Borrowing; Communicating Effectively; Making Decisions; Your Self-Image and Job Effectiveness; and Coping with Emotions on the Job. The print materials available with the software program consist of user record

sheets and a counselor's manual. The record sheets record the following information: the name of the module just completed, the time the user started and finished the module, the number of correct answers the user gave and the total number of questions in the self-check, and the date that the user completed the module. The counselor's manual provides the counselor with the following information: an overview of TIPS, suggestions for managing the program and for using support materials, procedures for operating the program, and an abstract of each module. The abstract indicates module content, competencies, and activities that counselors might suggest for the user; an answer key for the self-check at the end of the module; and a list of further resources for the user to consult.

FORMAT/COST: Computer Software, 19 disks (5 1/4 in.), 8 disks (3 1/2 in.); Teacher Guide, 75 pp.; $450 (IBM version), $500 (Apple version)

SYS REQ: IBM Family (640k), EGA or VGA color monitor, minimum 2 disk drives, hard disk recommended, 5 1/4 or 3 1/2 in.; Apple II Family (48k), 1989, black and white version, minimum 2 disk drives, hard disk recommended, 5 1/4 in.

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

☐ TITLE: ***Training for Creative AIDS Education***

DATE: 1988

DEVELOPER: Florida Department of Education
Florida Department of Health and Rehabilitative Services

AVAILABILITY: Florida Department of Education
Office of Policy Research and Improvement
Prevention Center
Florida Education Center
325 W Gaines Street
Tallahassee, FL 32399-0400
(904) 488-7835

CHARACTERISTICS: Glossary; References; Objectives

CONTENT: To be used in training teachers to deal with AIDS education and in teaching AIDS 101, the state of Florida's AIDS-awareness program, in conjunction with health-education courses in the public schools. Also appropriate as a business/industry-setting AIDS-education program. Contains nine sections that include the following: state legislation that mandates nondiscrimination against people with AIDS and that mandates the education of the general public on the transmission, prevention, and dangers of the disease; proposed curriculum frameworks for courses pertinent to AIDS education; a presentation package that consists of a script for dealing with AIDS topics in the classroom (e.g., talking about AIDS, the cause of AIDS, the transmission of the human immunodeficiency virus [HIV], prevention of transmission, etc.), transparency masters, and a list of resources (literature, audiovisual materials, organizations, etc.) for AIDS information; objectives; role-playing exercises and other learning activities for classroom instruction on topics relevant to AIDS; and materials designed for use in an inservice teacher training workshop (e.g., curriculum evaluation items, suggestions for designing the training program, learning activities, and posttest materials).

FORMAT/COST: Teacher Guide, [415] pp., free

AUDIENCE: Teacher Educators; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: These materials, currently being revised and updated, will be available for use during school year 1990–91.

TITLE: ***A Training Handbook for "Using Labor Market Information in Career Exploration and Decision Making: A Resource Guide"***

DATE: 2nd ed., 1987

AUTHOR: Lawson, Dorothy; Blair, Diane

DEVELOPER: National Occupational Information Coordinating Committee

AVAILABILITY: Garrett Park Press
P.O. Box 190-B
Garrett Park, MD 20896
(301) 946-2553

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; References; Pretest/Posttest Materials

CONTENT: Provides guidelines and materials for conducting workshops to introduce counselor educators to the book ***Using Labor Market Information in Career Exploration and Decision Making: A Resource Guide*** (see separate entry).

FORMAT/COST: Guide, 157 pp., $10

AUDIENCE: Teacher Educators

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Turning Points: Preparing American Youth for the 21st Century—The Report of the Task Force on Education of Young Adolescents***

DATE: 1989

AVAILABILITY: Carnegie Council on Adolescent Development
Division of Carnegie Corporation of New York
11 Dupont Circle NW
Washington, DC 20036
(202) 265-9080

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: Contains an examination of America's young adolescents and provides recommendations for middle schools. Chapter titles include the following: Creating a Community for Learning; Teaching a Core of Common Knowledge; Ensuring Success for All Students; Empowering Teachers and Administrators; Preparing Teachers for the Middle Grades; Improving Academic Performance through Better Health and Fitness; Reengaging Families in the Education of Young Adolescents; and Connecting Schools with Communities.

FORMAT/COST: Report, 106 pp., $9.95

AUDIENCE: Counselors; Teacher Educators; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***20/20 Career Planning: How to Get a Job and Keep It!***

DATE: 1987

AUTHOR: Stockton, Elizabeth M.

AVAILABILITY: Career Publishing
P.O. Box 5486
Orange, CA 92613-5486
(800) 854-4014

CHARACTERISTICS: Glossary; Illustration/Graphics

CONTENT: Key topics include getting a job, career planning, analyzing job potential, decision making, creating a resume, filling out applications, interviewing, personal appearance, follow-up letters, values, and ethics.

FORMAT/COST: Text, 30 pp., $2.95

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills

TITLE: ***Up Close and in Person***

DATE: 1987

AVAILABILITY: Education Associates
8 Crab Orchard Road
P.O. Box Y
Frankfort, KY 40602
(800) 626-2950

CONTENT: Addresses the following key topics: preparing for the interview, grooming, positive attitudes, questions asked at interviews, making introductions, and writing follow-up letters.

FORMAT/COST: Videotape, 10 min., 1/2 in. VHS, $84.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Positive Self-Concept; Interacting with Others; Career Information

TITLE: ***Using Labor Market Information in Career Exploration and Decision Making: A Resource Guide***

DATE: 1986

DEVELOPER: National Occupational Information Coordinating Committee

AVAILABILITY: Garrett Park Press
P.O. Box 190-B
Garrett Park, MD 20896
(301) 946-2553

CHARACTERISTICS: Glossary; Practice/Hands-on Activities; Illustration/Graphics; References

CONTENT: Provides the theoretical foundations of career development and labor markets, labor market information sources and resources, and applications for counseling. Chapter titles include Understanding Career Development and the Use of Career and Labor Market Information in Career Counseling; Understanding the Labor Market: Concepts and Applications; Exploring Labor Market Information Sources and Systems; Exploring Labor Market Information Resources and Products; Using Labor Market Information in Career Counseling; and Developing a Professional Plan of Action.

FORMAT/COST: Guide, 282 pp., $15

AUDIENCE: Counselors; Teachers/Trainers; Teacher Educators

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***ValueSearch***

DATE: 1983

AVAILABILITY: The Guidance Shoppe/Computer Concepts
2909 Brandemere Drive
Tallahassee, FL 32312
(904) 385-6717

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics

CONTENT: Contains three values-clarification activities that focus on twelve work values. After completing two or more activities, students can get a printout that compares their ranking of each value in each activity.

FORMAT/COST: Computer Software, 2 disks; Guide, 6 pp., $110

SYS REQ: Apple II Family (48k), 5 1/4 in.

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

TITLE: ***The Values Scale***

DATE: 2nd ed., 1985

AUTHOR: Nevill, Dorothy D.; Super, Donald E.

AVAILABILITY: Consulting Psychologists Press
577 College Avenue
Palo Alto, CA 94306
(800) 624-1765

CONTENT: Consists of 106 items rated on a 4-point scale. Measures for the following values: ability utilization, achievement, advancement, aesthetics, altruism, authority, autonomy, creativity, cultural identity, economic rewards, economic security, life-styles, personal development, physical activity, physical prowess, prestige, risk, social interaction, social relations, variety, and working conditions.

FORMAT/COST: Answer Booklet, 2 pp., $18 (pkg. of 50); Evaluation Instrument, 4 pp., $14 (pkg. of 25); Manual, 56 pp., $23; Report Form, 2 pp., $12 (pkg. of 50); $26 Specimen Set (includes one each: manual, test booklet, and answer sheet)

AUDIENCE: Counselors; Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Life Roles and Careers

NOTE: Approximate time: 30–45 minutes. May be hand or computer scored. Computer-scoring-service profile plots twenty-one subscales and provides local percentiles and group summary data for each batch of answer sheets sent. Purchaser must have satisfactorily completed a course in the interpretation of psychological tests and measurement at an accredited college or university.

TITLE: ***VIESA (Vocational Interest, Experience and Skill Assessment)***

DATE: Rev. 2nd ed., 1986

AVAILABILITY: ACT Publications
P.O. Box 168
Iowa City, IA 52243
(319) 337-1429

CHARACTERISTICS: References

CONTENT: An abbreviated, self-scored version of the Career Planning Program, VIESA helps participants translate their personal characteristics into educational and vocational possibilities to explore. Its main component is the *Career Guidebook*, which contains assessment exercises, self-scoring instructions, and suggestions and resources for additional exploration. Also offered is the Job Family Chart, which ties VIESA results to job titles, as well as to OOH, GOE, DOT, and SOC identification numbers.

FORMAT/COST: Guide, 56 pp.; Reference Material, 8 pp.; Study Guides/Workbooks (2), 15 pp. each; $5 each level for Examination Kit (contains 3 Career Guidebooks, 3 Job Family Charts, and 1 User's Handbook)—indicate Level I or Level II

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills

NOTE: Available in two versions: Level I for grades 8–10 and Level II for grades 11 and 12 and for adults. Additional titles: *Career Guidebook*, *Job Family Charts*, and *User's Handbook*.

TITLE: ***VOC-TIES: Vocational Interest Inventory and Exploration Survey***

DATE: 1986

AUTHOR: Scott, Nancy L.

AVAILABILITY: Piney Mountain Press
P.O. Box 333
Cleveland, GA 30528
(800) 255-3127

Southern Media Systems
P.O. Box 1107
Ocala, FL 32678-1107
(904) 732-2845

CHARACTERISTICS: Illustration/Graphics

CONTENT: Describes fifteen of the most common training programs available in secondary and postsecondary vocational schools. Students indicate their interest or lack of interest in each. Their responses are entered into a computer, which prints out a report intended for parent/student consultation.

FORMAT/COST: Answer Booklet, 1 pp.; Audiocassette, 1; Computer Software, 1 disk; Filmstrip, 1; Guide, [50] pp.; Slides, 140; Videotape, VHS, 30 min.; $495

SYS REQ: Apple Family, 3 1/2 in. or 5 1/4 in.; IBM Family, 3 1/2 in. or 5 1/4 in.

AUDIENCE: Special-Needs Students

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired; ESL; EMH; Emotionally Handicapped

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

NOTE: Can be administered with either the videotape or a slide or filmstrip combined with a prerecorded cassette or a modifiable script.

TITLE: ***Washington State Adult Refugee Project Preliterate ESL Curriculum***

DATE: 1987

AUTHOR: Boon, Rebecca; Tesdell, Rebecca; Van Genderen, Karen

AVAILABILITY: ERIC Document Reproduction Service (EDRS)
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742

For a microfiche copy of this document, order ED287319 from FEIS.

CHARACTERISTICS: Objectives; Practice/Hands-on Activities

CONTENT: Key topics addressed include the following: finding out about jobs and being interviewed; developing telephone skills; making mistakes on the job; reporting problems on the job; job safety; work policies; paying bills and writing checks; and following instructions on the job.

FORMAT/COST: Teacher Guide, 67 pp., $5.82, mf $0.60

AUDIENCE: Teachers/Trainers

EXCEPTIONALITIES: ESL

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***The Way to Work***

DATE: 1989

AUTHOR: Forest, Ettrick

AVAILABILITY: Quercus/Globe Book Company
190 Sylvan Avenue
Englewood Cliffs, NJ 07632
(800) 848-9500

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; Self-Paced/Individualized

CONTENT: Divided into two sections. Section I, Working for Yourself, discusses ways to study and decide how to do a job. Section II, Working for Somebody Else, deals with understanding the importance of the quality of your work and finding the tools and supplies necessary to do it.

FORMAT/COST: Study Guide/Workbook, 64 pp., $4.45

AUDIENCE: Special-Needs Students

EXCEPTIONALITIES: Learning Disabled; ESL; Emotionally Handicapped

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: Publisher's estimated reading level: grade 2.

TITLE: ***What Color Is Your Parachute?: A Practical Manual for Job-Hunters and Career Changers***

DATE: 1988

AUTHOR: Bolles, Richard N.

AVAILABILITY: Ten Speed Press
P.O. Box 7123
Berkeley, CA 94707
(415) 845-8414

CHARACTERISTICS: Illustration/Graphics; Index; References

CONTENT: Chapter titles include A Job-Hunting We Will Go; Rejection Shock; You Can Do It! (job-hunting tips); What Skills Do You Most Enjoy Using? Where Do You Want to Use Your Skills? How Do You Find the Person Who Has the Power to Hire You? Special Problems in the Job Hunt; Career Counselors and Other Live Resources; The Brain and Job-Hunting; and Religion and Job-Hunting: How to Find Your Mission in Life.

FORMAT/COST: Manual, 361 pp., $8.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***What Everyone Should Know about Career Planning***

DATE: 1985

AVAILABILITY: Channing L. Bete Company
200 State Road
South Deerfield, MA 01373
(800) 628-7733

CHARACTERISTICS: Illustration/Graphics

CONTENT: Key topics include career planning, learning skills, deciding the type of job you want, determining the skills you need, and discovering ways to get necessary skills.

FORMAT/COST: Guide, 15 pp., $.72 each for 25–99 copies, $.47 each for 100–499 copies (minimum order of 25 copies; may be mixed titles totalling 25)

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Planning and Decision Skills

TITLE: ***What You Should Know about Getting a Job***

DATE: 1982

AVAILABILITY: Channing L. Bete Company
200 State Road
South Deerfield, MA 01373
(800) 628-7733

CHARACTERISTICS: Illustration/Graphics

CONTENT: Key topics are self-evaluation, job search and research, job preparation, and interviewing.

FORMAT/COST: Guide, 15 pp., $1.05 each for 25–99 copies, $.89 each for 100–499 copies (minimum order of 25 copies; may be mixed titles totalling 25)

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***What You Should Know about Job Interview Skills***

DATE: 1985

AVAILABILITY: Channing L. Bete Company
200 State Road
South Deerfield, MA 01373
(800) 628-7733

CHARACTERISTICS: Illustration/Graphics

CONTENT: Important topics include preparing for an interview, communicating your strengths to an employer, dressing for success, and using the power of personality to impress employers.

FORMAT/COST: Guide, 15 pp., $.72 each for 25–99 copies, $.49 each for 100–499 copies (minimum order of 25 copies; may be mixed titles totalling 25)

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Work Attitudes***

DATE: Rev. ed., 1988

DEVELOPER: Opportunities for Learning

AVAILABILITY: Careers
1211 10th Street SW
Largo, FL 34640
(800) 726-0441

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test

CONTENT: Consists of chapters that address the following: work language, responsibility, attendance, work habits, safety, punctuality, mistakes on the job, interpersonal skills, job

satisfaction, performance evaluations, Social Security cards, work permits and other documentation needed for work, and budgeting time and money. The cassette features a reader who takes the user step by step through the workbook.

FORMAT/COST: Audiocassette (1); Study Guide/Workbook, 25 pp.; $55 (for 10 copies of workbook, 5 copies of cassette)

AUDIENCE: Special-Needs Students; Teachers/Trainers

EXCEPTIONALITIES: EMH

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information; Planning and Decision Skills

TITLE: ***Work Attitudes and Human Relations in Business***

DATE: 1987

AUTHOR: Napier, Deedee

AVAILABILITY: Instructional Materials Laboratory
University of Missouri—Columbia
2316 Industrial Drive
Columbia, MO 65202
(314) 446-2744

For a microfiche copy of this document, order ED287070 from FEIS.

CHARACTERISTICS: Competency-Based; Objectives; Practice/Hands-on Activites; Practice Test; References; Case Studies

CONTENT: Key topics addressed include work attitudes, ethics, safety, and future trends; self-awareness, goal setting, and assertiveness; self-management skills; and efficiency for greater productivity. Each section of the guide contains transparency masters, definitions of terms used, and statements of the concepts covered.

FORMAT/COST: Teacher Guide, 212 pp., 11.25, mf $1.20

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Planning and Decision Skills

TITLE: ***The Work Book: Getting the Job You Want***

DATE: 4th ed., 1987

AUTHOR: Farr, J. Michael; Gaither, Richard; Pickrell, R. Michael

AVAILABILITY: Glencoe Publishing Company
15319 Chatsworth Street
Mission Hills, CA 91345-9509
(800) 257-5755

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; Practice Test

CONTENT: Discusses the hidden job market, that is, jobs that are never advertised with either newspapers or employment agencies. Also covers ways to make employer contacts and get job interviews. Addresses appropriate behavior in interviews, with tips for answering difficult interview questions and techniques for identifying transferable skills, writing effective resumes, and organizing the job search.

FORMAT/COST: Study Guide/Workbook, 160 pp., $9.51; Teacher Guide, 70 pp., $5.85

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Interacting with Others; Jobs and Needs of Society

TITLE: ***Worker Trait Group Guide***

SERIES: **AEL Career Exploration and Planning Program**

DATE: 2nd ed., 1988

DEVELOPER: Appalachia Educational Laboratory

AVAILABILITY: Meridian Education Corporation
236 E Front Street
Bloomington, IL 61701
(309) 827-5455

CHARACTERISTICS: Illustration/Graphics

CONTENT: An educational version of the ***Guide for Occupational Exploration*** (GOE) produced by the Department of Labor (DOL), this guide describes the twelve career areas and fifty-five worker trait groups used by the DOL. A Qualifications Profile and core list of occupations from the GOE are provided for each worker trait group.

FORMAT/COST: Reference Material, 485 pp., $19.95

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Jobs and Needs of Society

NOTE: Publisher's estimated reading level: grade 7. For a complete list of titles in this series, see **AEL Career Exploration and Planning Program** in the series index of this guide.

TITLE: ***The Work Experience Planner***

DATE: 2nd ed., 1990

AUTHOR: Stull, William A.; Zedlitz, Robert H.

AVAILABILITY: South-Western Publishing
5101 Madison Road
Cincinnati, OH 45227
(800) 543-7972

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: This set of materials is intended to be used in a cooperative-education classroom. Students develop their own training programs using steps outlined in this instruction. The following are addressed in the workbook: understanding the employment process, evaluating training progress on the job, developing job-performance skills, changing jobs, and managing money.

FORMAT/COST: Study Guide/Workbook, 236 pp.; Teacher Guide, 48 pp.; $5.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Achievement and Career Opportunities; Career Information; Planning and Decision Skills

☐ TITLE: ***Workforce 2000: A Bibliography***

DATE: 1988

AVAILABILITY: Florida Department of Education
Bureau of Career Development
Program Services Section
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CONTENT: An annotated listing of materials which relate to the future of the American work force, including projections, viewpoints, and suggested approaches for meeting the challenges it faces.

FORMAT/COST: Bibliography, 16 pp., free

AUDIENCE: Counselors; Teacher Educators; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Workforce 2000: Work and Workers for the Twenty-first Century***

DATE: 1987

AUTHOR: Johnston, William B.; Packer, Arnold H.

AVAILABILITY: Hudson Institute
P.O. Box 26-919
Indianapolis, IN 46226
(317) 545-1000

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: Chapter titles include The Forces Shaping the American Economy; Scenarios for the Year 2000; Work and Worker in the Year 2000; Six Challenges; Stimulating Work Growth; Improving Productivity in Service Industries; Improving the Dynamism of an Aging Workforce; Reconciling the Needs of Women, Work, and Families; Integrating Blacks and Hispanics Fully into the Workforce; and Improving Workers' Education and Skills.

FORMAT/COST: Guide, 117 pp., $10

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development; Professional Career Education Materials

COMPETENCY AREA: Jobs and Needs of Society; Life Roles and Careers

SERIES: **Working**

TITLE: ***Volume 1: Job-Search Skills***

Still Working

DATE: 1986

DEVELOPER: New York City Board of Education, Division of Curriculum and Instruction

AVAILABILITY: Metropolitan Life
Department of Corporate Social Responsibility
P.O. Box 950
Madison Square Station
New York, NY 10160-0950
(212) 578-6018

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test

CONTENT: ***Job-Search Skills*** consists of seven units of materials that deal with preemployment issues. Each unit contains a statement of aims and objectives, suggestions for motivating students, development exercises, a medial summary, application exercises, a final summary, and homework suggestions. Student worksheets are also provided for many of the units. Unit titles are as follows: Need a Job? Looking Ahead, Job Searching, Doing the Paperwork, The Job Application, The Job Interview, and Keeping Your Job. ***Still Working*** consists of twelve units that deal with ways to maintain employment. Each unit contains a statement of performance objectives, vocabulary lists, teaching strategies and learning activities, and from one to eleven worksheets. Unit titles are as follows: To the Student (an overview of the Working program), Overview of Success or Failure, Getting Off to a Good Start, Being There and Being on Time, Do the Job You Were Hired to Do, Your Boss, Serving the Public, Getting Along with Coworkers, Getting Your Communications Right, Pay and Benefits, How to Succeed, Career Planning, and Quitting. Both the student booklet and the videotape accompany the first volume of materials; the booklet briefly touches upon major points in volume one while the videotape provides an overview of the concepts central to the Working materials.

FORMAT/COST: Study Guides/Workbooks (30 copies), [16] pp.; Teacher Guides, 68–107 pp. each; Videotape, 18 min., 1/2 in. VHS; $25

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: Publisher's estimated reading level: grade 9.

TITLE: ***Working***

DATE: 1986

AVAILABILITY: EMC Publishing/Changing Times Education Service
300 York Avenue
St. Paul, MN 55101
(800) 328-1452

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Objectives; Practice Test

CONTENT: Consists of five disks titled as follows: *Exploring Job Options*, *The Job Hunt*, *On the Job*, *On Your Own Money*, and *Personal Money Manager*.

FORMAT/COST: Computer Software, 5 disks; Teacher Guide, 25 pp.; $158

SYS REQ: Apple II Family (48k), 5 1/4 in.; IBM Family (512k), 5 1/4 in.

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information

TITLE: ***Working: Skills for a New Age***

DATE: 1990

AUTHOR: Bailey, Larry J.

AVAILABILITY: Delmar Publishers
2 Computer Drive W, Box 15-015
Albany, NY 12212
(800) 347-7707

CHARACTERISTICS: Glossary; Index; Objectives; References

CONTENT: Consists of six sections: Preparing for Work, Working on the Job, Career Planning, Success Skills, Managing Your Money, and Independent Living. Topics covered within these sections include the following: career exploration and information; making job decisions; searching, applying, and interviewing for jobs; employer expectations; worker rights; human relations; job advancement; grooming and appearance; communication, math and measurement; safety, leadership, computer, and entrepreneurial skills; consumer economics; banking, budgeting, saving, and investing money; insurance; taxes and Social Security; the legal system; housing choices; nutrition, health, and stress; citizenship; and education beyond high school. The teacher guide includes suggested supplemental activities; the student workbook contains activities for each chapter of the text. Also available is a teacher's resource guide that contains transparencies, lesson plans and teaching tips, student handouts, and test questions.

FORMAT/COST: Guide, 336 pp., $95; Study Guide/Workbook, 237 pp., $9.95; Teacher Guide, 508 pp., $34.95; Text, 444 pp., $26.60

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

NOTE: Also available with these materials is a computerized test-item bank with a user's manual.

★ TITLE: ***Working Today and Tomorrow***

DATE: 1987

AUTHOR: Campbell, Richard; Thompson, Mary J.; Dlabay, Les

AVAILABILITY: EMC Publishing/Changing Times Education Service
300 York Avenue
St. Paul, MN 55101
(800) 328-1452

CHARACTERISTICS: Glossary; Illustration/Graphics; Index; Objectives; Practice/Hands-on Activities; Practice Tests; References

CONTENT: The textbook is divided into five parts. Part I, Making Decisions about Work, contains the following chapters: The Changing Nature of Work, Finding Out More about Yourself, Exploring the World of Work, and Making Decisions about Work. Part II, Entering the Work Force, consists of chapters entitled How Business Works, Preparing for the Job You Want, Getting the Job You Want, and Joining the Work Force. Part III, You as a Worker, contains chapters titled Earning an Income, Working with Others, and Health and Safety on the Job. Part IV, You and Your Resources, has these chapters: Planning to Use Your Resources, Becoming an Informed Consumer, Shopping Around; and Deciding about Saving, Spending, or Borrowing. The final section, Making Financial Decisions, consists of these chapters: Getting Consumer Satisfaction, Purchasing Financial Services, Considering Credit, Buying Insurance, and It's Your Decision. An appendix provides a guide to career clusters. The test booklet contains three-part tests for each chapter. They consist of short-answer and multiple-choice questions. The student workbook provides chapter-review exercises and supplemental activities for each chapter.

FORMAT/COST: Study Guide/Workbook (includes answer key), 174 pp., $5.95; Teacher Guide, 480 pp., $28; Test Booklet (includes answer key), 50 pp., $4.95; Text, 405 pp., $21.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Work in the New Economy: Careers and Job Seeking into the Twenty-First Century***

DATE: Rev. ed., 1989

AUTHOR: Wegmann, Robert; Chapman, Robert; Johnson, Miriam

AVAILABILITY: JIST Works
720 N Park Avenue
Indianapolis, IN 46202-3431
(800) 648-5478

American Association for Counseling and Development
5999 Stevenson Avenue
Alexandria, VA 22304
(703) 823-9800

CHARACTERISTICS: Illustration/Graphics; Index; References

CONTENT: Part One of this book analyzes the dramatic changes in the job market that will take place by the year 2000. Part Two describes job-search skills and strategies for the twenty-first century, including the ways people actually find jobs; the process of deciding on a job objective; job-search methods (getting interviews through people you know, approaching an employer directly, using labor-market intermediaries—e.g., want ads, employment agencies, school placement offices, etc.); and effective interview strategies. Part Three describes the basic elements, benefits, problems, and approaches of job-search training programs.

FORMAT/COST: Report, 320 pp., $14.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development; Professional Career Education Materials

COMPETENCY AREA: Career Information; Jobs and Needs of Society; Planning and Decision Skills

SERIES: **Work Maturity Skills (Connections: School and Work Transitions)**

TITLE: ***Competency 1: Present a Positive Image***

Competency 2: Exhibit Positive Work Habits

Competency 3: Practice Good Work Habits

Competency 4: Practice Ethical Behavior

Competency 5: Communicate Effectively

Competency 6: Accept Responsibility

Competency 7: Cooperate with Others

Orientation to the World of Work

DATE: 1987

AVAILABILITY: Center on Education and Training for Employment
Ohio State University
1960 Kenny Road
Columbus, OH 43210-1090
(415) 486-3655

CHARACTERISTICS: Competency-Based; Illustration/Graphics; Performance Checklist; Worksheets; Handouts

CONTENT: Chapter titles for each book in this set are as follows—***Competency 1:*** Follow Good Grooming Practices, Practice Good Health Habits, Dress Appropriately for the Job, and Exhibit Self-Confidence; ***Competency 2:*** Use Basic Social Skills, Be Creative and Willing to Learn, and Take Pride in Your Work; ***Competency 3:*** Maintain Regular Attendance, Be Thorough and Diligent, and Follow Safety Practices; ***Competency 4:*** Exercise Integrity and Good Judgment, Respect Property, and Follow Company Rules; ***Competency 5:*** Demonstrate Spoken Communication Skills, Demonstrate Written Communication Skills, Demonstrate Nonverbal Communication Skills; and Demonstrate Good Listening Habits; ***Competency 6:*** Use Initiative, Use Problem-Solving Techniques, and Manage Personal Responsibilities; and ***Competency 7:*** Work as a Member of a Team, Work under Supervision; and ***Orientation to the World of Work:*** What Motivates You and Other People to Work? What Specific Needs Will Influence Your Career Choices? What Facts Will Help You Match Your Needs to a Career? and How Can You Make Good Decisions?

FORMAT/COST: Manual, [222] pp., $29.95; Tasks/Objectives/Competencies, 18–48 pp. each, $15 for 5 copies of individual book; Teacher Guide, 33 pp., $4.75

AUDIENCE: Counselors; Teachers/Trainers; Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills; Life Roles and Careers

NOTE: Also included in this series is ***The Connector's Guide***, a program-implementation guide designed for use with each component of the series. See separate entry for this item. For a complete list of titles in this series, see **Connections: School and Work Transitions** in the series index of this guide.

TITLE: ***Workplace Basics: The Skills Employers Want***

DATE: 1988

AUTHOR: Carnevale, Anthony P.; Gainer, Leila J.; Meltzer, Ann S.

AVAILABILITY: American Society for Training and Development
1630 Duke Street, Box 1443
Alexandria, VA 22313
(703) 683-8100

CHARACTERISTICS: Illustration/Graphics; Objectives; References

CONTENT: Addresses the following topics: basic skills and competitiveness; the skills employers want (knowing how to learn; reading, writing and computation competence; listening and oral communication skills; creative thinking and problem solving; personal management; interpersonal skills; and leadership qualities); and a step-by-step process that businesses can use to implement a basic-skills course in the workplace.

FORMAT/COST: Guide, 33 pp., $5

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***World of Work: Job Club for E.S.L.***

DATE: 1985

AUTHOR: Roelofs, Alice R.; Moase-Burke, Jackie; Dragun, Joseph; Hasshaw, Susan; Dingman, Steve

AVAILABILITY: Adult Learning Systems
813 E Michigan Avenue, Suite 207
Ypsilanti, MI 48197

For a microfiche copy of this document, order ED254748 from FEIS.

CHARACTERISTICS: Objectives; Practice/Hands-on Activities

CONTENT: Consists of the following chapters: Exploring Personal and Occupational Interests (interests, skills, job research); Developing Work Vocabulary; Job Search (want ads, the phone book, job postings, job leads); Necessary Documentation and Information (references, resumes, Social Security cards, work permits); Job Applications; Employment Letters; Transportation (landmarks and maps, types of transportation, taxis and buses, getting lost); The Interview (interviewing hints, questions to ask, reasons for failing on an interview, hiring discrimination/worker rights); On the Job (unions, time and pay, job success, job safety); and Banks and Credit.

FORMAT/COST: Teacher Guide, 196 pp., $40, mf $1.80

AUDIENCE: Students; Teachers/Trainers

EXCEPTIONALITIES: ESL

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skills Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***WRIOT: Wide Range Interest-Opinion Test***

DATE: 1979

AUTHOR: Jastak, Joseph, F.; Jastak, Sarah

PUBLISHER: Jastak Associates

AVAILABILITY: JIST Works
720 N Park Avenue
Indianapolis, IN 46202
(800) 648-5478

CHARACTERISTICS: Illustration/Graphics; References

CONTENT: Contains 150 pictures of people in specific occupational roles for which users indicate a like or dislike. Answers are transferred to a report form, which displays level of interest in eighteen occupational and eight attitude clusters.

FORMAT/COST: Answer Booklet, 1 pp.; Evaluation Instrument, 82 pp., $19; Manual, 112 pp., $34; Report Forms, 1 pp., $32.50 (50 each of Answer Booklet and Report Forms); Scoring Stencil Set (reusable), $50

AUDIENCE: Counselors; Special-Needs Students; Students

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Physically Impaired; Speech and Language Impaired; ESL; EMH; Emotionally Handicapped

GRADE LEVEL: Elementary School (K–6); Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Write Into a Job: Resumes and More***

DATE: 1990

AUTHOR: Kimeldorf, Martin

AVAILABILITY: Meridian Education Corporation
Department CG-89
236 E Front Street
Bloomington, IL 61701
(800) 727-5507

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test

CONTENT: Part 1 deals with the writing skills necessary to create an effective resume; Part 2 offers examples of various types of resumes and shows the student how to apply the outlined formats to his or her own personal data; Part 3 deals with stylistic questions concerning the final form of the resume. Also provides a master list of resumes, which gives the page number for each prototype resume that appears in the book.

FORMAT/COST: Study Guide/Workbook, 122 pp., $7.95; Teacher Guide, 40 pp., $10.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Writing for the World of Work***

DATE: 1987

AUTHOR: Kaplan, Ellen

AVAILABILITY: Educational Design
47 W 13th Street
New York, NY 10011
(800) 221-9372

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; Practice Test

CONTENT: Consists of five units entitled Getting a Job (completing applications, getting a Social Security card, writing resumes and cover letters); Starting the Job (W-4 forms, time sheets, insurance forms, banking, personal finance); In an Office (writing addresses, setting up index files, taking telephone messages, writing business letters); Ordering and Billing (receipts, work orders, purchase orders, invoices, computer forms); and Shipping and Receiving (shipping labels, express shipping forms, bills of lading, receiving records).

FORMAT/COST: Study Guide/Workbook, 127 pp.; Teacher Guide, 14 pp.; $6.25

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***You Are the Boss!***

DATE: 1983

AUTHOR: Lipman, Michel; Furniss, Cathy

AVAILABILITY: Academic Therapy Publications
20 Commercial Boulevard
Novato, CA 94949-6191
(415) 883-3314

CHARACTERISTICS: Self-Paced/Individualized; Glossary; Illustration/Graphics

CONTENT: Contains twelve workplace situations, each consisting of a two-page problem, a two-page thinking section which requires a minimum of writing, and a two-page section in which the student must make judgments based on the facts.

FORMAT/COST: Study Guide/Workbook, 79 pp., $5

AUDIENCE: Special-Needs Students

EXCEPTIONALITIES: Learning Disabled; Emotionally Handicapped; ESL

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic Specialized Skill Development

COMPETENCY AREA: Career Information

NOTE: Publisher's estimated reading level: grades 4–5.

TITLE: ***You Need Me: Selling Your Talents to an Employer***

DATE: 1986

AUTHOR: Goldstein, Erica; Hardy, Michael

AVAILABILITY: Human Relations Media
175 Tompkins Avenue
Pleasantville, NY 10570-9973
(800) 431-2050

CHARACTERISTICS: Illustration/Graphics; Objectives; References; Video Script

CONTENT: Consists of two parts. Laying the Groundwork and Getting the Job. Key topics include resume writing, job-finding networks, interviewing, grooming and appearance, researching potential employers, and projecting a positive image

FORMAT/COST: Teacher Guide, 36 pp.; Videotape, 30 min, 1/2 in. VHS; $145

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***A Young Person's Guide to Getting and Keeping a Good Job***

DATE: 1990

AUTHOR: Farr, J. Michael; Pavlicko, Marie

AVAILABILITY: JIST Works
720 N Park Avenue
Indianapolis, IN 46202-3431
(800) 648-5478

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test; Pretest/Posttest Materials

CONTENT: Addresses the following key topics: the world of work; employer expectations; skill identification; applications; use of the telephone; interviews; and resumes, cover letters, and thank-you notes

FORMAT/COST: Study Guide/Workbook, 121 pp., $6.95; Teacher Guide, 140 pp., $12.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills

TITLE: ***Your Attitude Is Showing: A Primer of Human Relations***

DATE: 5th ed., 1987

AUTHOR: Chapman, Elwood N.

AVAILABILITY: Science Research Associates
1540 Page Mill Road
Palo Alto, CA 94304

CHARACTERISTICS: Illustration/Graphics

CONTENT: This book is divided into three sections. Part I, Understanding Yourself, contains three chapters: You Can't Escape Human Relations; Human Relations Can Make You or Break You; and Hold On to Your Positive Attitude. Part II, Relationships with Others, contains seven chapters: Vertical and Horizontal Working Relationships; Productivity—A Closer Look; The Winning Combination—Productivity and Human Relations; Your Most Important Working Relationship; Understanding the Nature of Relationships; Initiation Rites—Coping with Teasing and Testing; and Releasing Your Frustrations Harmlessly. Part III, Building Your Career, contains ten chapters: Ten Tips on Succeeding on a New Job; Absenteeism and Human Relations; Three Common Human-Relations Mistakes; Beware of the Rumor Mill; Two Routes to the Top; Keeping a Positive Attitude through Plateau Periods; Motivating Yourself; Human Relations and Your Career Master Plan; When Other Pastures Look Greener; and When You Become Supervisor

FORMAT/COST: Guide, 240 pp., $12.75

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Planning and Decision Skills

TITLE: ***Your First Job***

DATE: 1989

AVAILABILITY: MCE/Lawrence Productions
1800 S 35th Street
Galesburg, MI 49053
(800) 421-4157

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Objectives; Practice Test; References

CONTENT: Addresses basic employment skills for young workers, including looking for jobs, filling out applications, interviewing, and working at the minimum wage. The teacher guide provides an overview of the program and suggested teaching strategies

FORMAT/COST: Computer Software, 1 disk; Teacher Guide, 12 pp.; $69.95

SYS REQ: Apple II Family (64k), 5 1/4 in.; IBM Family (256k), 5 1/4 in. or 3 1/2 in.

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Your First Resume***

DATE: 2nd ed., 1989

AUTHOR: Fry, Ronald W.

DEVELOPER: Career Press

AVAILABILITY: The New Careers Center
1515 23rd Street
P.O. Box 297-KR
Boulder, CO 80306
(800) 634-9024

CHARACTERISTICS: Illustration/Graphics; Index; Practice/Hands-on Activities; Practice Test

CONTENT: Targeted specifically for those with very limited work experiences. Covers skill and interest assessment; networking; interviewing; and use of job-seeking resources. Also contains twenty-five sample resumes, sample cover letters, and confidence-building activities.

FORMAT/COST: Study Guide/Workbook, 190 pp., $10.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Your Future: Plans and Choices***

DATE: 1985

AUTHOR: Daggett, Willard R.

AVAILABILITY: South-Western Publishing Company
School Division
5101 Madison Road
Cincinnati OH 45227
(800) 543-7972

CHARACTERISTICS: Glossary; Index; Pretest/Posttest Materials

CONTENT: Chapter titles include the following: Taking Stock of Your Strengths and Weaknesses; Needs, Wants, and Personal Values; Establishing Your Identity; Your Changing World; Your Values and Your Personal Code; Your Environment and Your Life-Style; Jobs and Home: Opportunities and Compromises; Responsibilities, Careers, and Expectations; Friendships, Changes, and Adjustments; Deciding What to Do: An Organized Approach; Identifying and Evaluating Alternatives; Selecting and Evaluating an Appropriate Action; Spending Money; Developing a Money Management Plan; The Smart Shopper; and Setting Your Own Course.

FORMAT/COST: Evaluation Instrument, [44] pp., $1.05; Study Guide/Workbook, 122 pp., $3.20; Teacher Guide, 60 pp., free with purchase; Textbook, 326 pp., $13.70

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Your Job: Keys to Advancement***

DATE: 1986

AUTHOR: Goldstein, Erica; Hardy, Michael

AVAILABILITY: Human Relations Media
175 Tompkins Avenue
Pleasantville, NY 10570-9973
(800) 431-2050

CHARACTERISTICS: Illustration/Graphics; Objectives; Videotape Script

CONTENT: Consists of two parts: Getting the Right First Job and Moving Ahead. Key topics include resources for finding occupational information, factors that influence job advancement, questions that employees can ask at the interview to determine an applicant's potential for advancement, the basics of job survival, and universal requirements for job advancement.

FORMAT/COST: Teacher Guide, 35 pp.; Videotape, 30 min., 1/2 in. VHS; $145

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

TITLE: ***Your Job: Selecting, Getting, Keeping, Changing***

DATE: 1986

DEVELOPER: Northwest Regional Education Laboratory, Education and Work Program

AVAILABILITY: Northwestern Curriculum Coordination Center
Saint Martin's College
Lacey, WA 98503
(206) 438-4456

CHARACTERISTICS: Competency-Based; Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities; References; Performance Checklist

CONTENT: This curriculum guide lists competencies for the following areas: personal interests, aptitudes, skills, and abilities; job opportunities and requirements; life-style and career choice; job applications, resumes, and employment letters; proper telephone use with potential employers; grooming, appearance, and self-confidence; transportation; using labor-market information; worker rights and benefits; accepting or declining job offers; following rules; interpersonal relationships; physical/mental health and job safety; work ethics; job changes, promotions, and resignation; and keeping skills up-to-date. Resources, tests, and interest inventories are also included.

FORMAT/COST: Teacher Guide, 224 pp., Loan (4 weeks)

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Career Information; Planning and Decision Skills

TITLE: ***Your Resume and Other Job Search Skills***

DATE: 1990

AVAILABILITY: Franklin Clay Films
P.O. Box TR-2808
Costa Mesa, CA 92628-2808
(714) 957-0414

CHARACTERISTICS: Illustration/Graphics

CONTENT: Important topics covered in this video include creating a resume, places to look for jobs, presenting yourself positively, preparing for an interview, and following through after the interview.

FORMAT/COST: Teacher Guide, 9 pp., Videotape, 22 min., 1/2 in. VHS; $92

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Career Information

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Key to Format Codes

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Making the Transition: A Teacher's Guide for Helping Students with Special Needs	P
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Occupational Notebook Program	P
Project S.P.I.C.E. (Special Partnership in Career Education)	P
The Right Job	P S
School/Work Transition: A Bibliography	P
Social Skills on the Job: Career and Social Skills Training (CAST)	P S V
Special Ed Packets	P
Teacher's Guide and Resource: Janus Employability Skills Program	P
VOC-TIES: Vocational Interest Inventory and Exploration Survey	A S V
Work Attitudes	P A
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Emotionally Handicapped

APTICOM	K
Building Self-Confidence	P
Career Awareness Plus	P
Career Education for the Handicapped Child in the Elementary Classroom	P
Career Information	P
CareerSearch	P S
CHOICE	K
Corridors to Careers	P
A Counselor's Guide to Career Assessment Instruments	P
Developing Consumer Competence	P
English on the Job	A P S
E-WOW: Explore the World of Work	P
Group Interest Sort	A P S V
Growing towards Independence	P
Handbook of Career Planning for Special Needs Students	P
Improving Your Self-Concept	P S
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Occupational Notebook Program	P
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Project CERES	P
Project Discovery: A Career Exploration and Assessment System	K
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The Way to Work	P
WRIOT: Wide Range Interest-Opinion Test	P
You Are the Boss!	P

Hearing Impaired

APTICOM	K
Basic Awareness Skills for Exploration (BASE)	S
Career Education for the Handicapped Child in the Elementary Classroom	P
Career Information	P
CareerSearch	P S
Computerized Career Search	P S
A Counselor's Guide to Career Assessment Instruments	P
English on the Job	A P S
E-WOW: Explore the World of Work	P
Group Interest Sort	A P S V
Handbook of Career Planning for Special Needs Students	P
Innerchange: A Journey into Self-Learning through Group Interaction	P
Interest Based Career Decision Test (IBCD)	P
Life Centered Career Education: A Competency Based Approach	P
Making the Transition: A Teacher's Guide for Helping Students with Special Needs	P
Math on the Job	P S
Project Discovery: A Career Exploration and Assessment System	K
Project S.P.I.C.E. (Special Partnership in Career Education)	P
The Right Job	P S
Social Skills on the Job: Career and Social Skills Training (CAST)	P S V
Special Ed Packets	P
VOC-TIES: Vocational Interest Inventory and Exploration Survey	A S V
WRIOT: Wide Range Interest-Opinion Test	P

Learning Disabled

APTICOM	K

Building Self-Confidence	P
Career Awareness Plus	P
The Career Box	P
The Career Box Worksheets	P
Career Education for the Handicapped Child in the Elementary Classroom	P
Career Information	P
Career Ladder	P
CareerSearch	P S
CHOICE	K
Computerized Career Search	P S
A Counselor's Guide to Career Assessment Instruments	P
Developing Consumer Competence	P
English on the Job	A P S
E-WOW: Explore the World of Work	P
Getting Along on the Job	P V
Group Interest Sort	A P S V
Growing towards Independence	P
Handbook of Career Planning for Special Needs Students	P
Improving Your Self-Concept	P S
Innerchange: A Journey into Self-Learning through Group Interaction	P
Interest Based Career Decision Test (IBCD)	P
Introduction to Occupations	P
Life Centered Career Education: A Competency Based Approach	P
Making the Transition: A Teacher's Guide for Helping Students with Special Needs	P
Math on the Job	P S
Occupational Notebook Program	P
Pacemaker Career Readers	P A
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WRIOT: Wide Range Interest-Opinion Test	P
You Are the Boss!	P

Physically Impaired

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Computerized Career Search	P S
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Speech and Language Impaired

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Vision Impaired

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Department of Education
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Betty Castor, Commissioner
Affirmative action/equal opportunity employer

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